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Item 2(a) of the provisional agenda
Organizational matters
Adoption of the agenda

Provisional agenda and annotations

Note by the Executive Secretary

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[1] At the forty-first session of the Subsidiary Body for Implementation (SBI) there was no consensus to include this sub-item in the agenda. It was therefore held in abeyance. On a proposal by the Chair, the SBI decided to include it in the provisional agenda for SBI 42.

II. Annotations to the provisional agenda

1. Opening of the session

1. The forty-second session of the Subsidiary Body for Implementation (SBI) will be opened by the Chair, Mr. Amena Yauvoli (Fiji), on Monday, 1 June 2015, at 10 a.m.

2. Organizational matters

(a) Adoption of the agenda

2. The provisional agenda, prepared by the Executive Secretary in agreement with the Chair, will be presented for adoption.

(b) Organization of the work of the session

3. SBI 42 will be held from 1 to 11 June 2015. Detailed information on the work of the session will be posted on the SBI 42 web page.[2] Delegates are invited to refer to the overview schedule[3] and the in-session Daily Programme and to regularly consult the closed-circuit television screens for an up-to-date schedule of the work of the SBI, including of in-session mandated events. As recommended at SBI 40, Saturday meetings will be concluded by midday in order to enhance the efficiency, timeliness and transparency of work.[4]

4. Items not concluded at SBI 42 will be forwarded for consideration at SBI 43 or 44. In view of the expected heavy workload at the United Nations Climate Change Conference to be held in Paris, France, in December 2015, the SBI may wish to consider forwarding to SBI 43 only those priority items on which a decision is expected to be adopted at the twenty-first session of the Conference of the Parties (COP) or the eleventh session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP). In order to maximize negotiation time, complete work that is essential for success at SBI 43 and ensure timely closure, presiding officers may propose, in consultation with Parties, time-saving approaches to the organization and scheduling of meetings during the session taking into account previous relevant SBI conclusions.[5]

5. The following workshops and events are mandated to take place in conjunction with the session:

(a) The second multilateral assessment (MA) working group session under the first round of the international assessment and review (IAR) process;[6]

(b) The 4th meeting of the Durban Forum on capacity-building;[7]

(c) The 3rd Dialogue on Article 6 of the Convention;[8]

(d) A workshop on gender-responsive climate change policy, with a focus on mitigation action and technology development and transfer;[9]

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[2] <www.unfccc.int/8854>.
[3] Available soon at <www.unfccc.int/6240.php>.
[4] FCCC/SBI/2014/8, paragraph 213.
[5] FCCC/SBI/2014/8, paragraphs 218–221.
[6] See paragraphs 6 and 7 below.
[7] See paragraph 54 below.
[8] See paragraph 65 below.

(e) A joint[10] special event on the 2013–2015 review, where the report on the structured expert dialogue (SED) will be presented;[11]

(f) A joint[12] technical workshop on methodologies for the reporting of financial information by Parties included in Annex I to the Convention (Annex I Parties).[13]

(c) Multilateral assessment working group session under the international assessment and review process

6. The MA process is part of the IAR process established under the SBI for developed country Parties. During the MA working group sessions, developed country Parties' progress towards the achievement of emission reductions and removals related to their quantified economy-wide emission reduction targets is multilaterally assessed. The modalities and procedures for the IAR process were adopted at COP 17.[14]

7. The first round of IAR, conducted in the period 2014–2015, is based on the first biennial reports (BR1s) and the sixth national communications (NC6s) of Annex I Parties. The first MA working group session was held during SBI 41.[15] The second MA working group session will be convened during SBI 42, between 3 and 5 June 2015, as a two-day session. Twenty-four developed countries will be multilaterally assessed during this session.[16] Further information on the organization and exact dates of the working group session will be posted on the SBI 42 web page.[17]

FCCC/SBI/2015/1	*Provisional agenda and annotations. Note by the Executive Secretary*
Further information	*<www.unfccc.int/8854> and <www.unfccc.int/8451>*

3. Reporting from and review of Parties included in Annex I to the Convention

(a) Status of submission and review of sixth national communications and first biennial reports from Parties included in Annex I to the Convention

8. *Background*: COP 16 decided that Annex I Parties should enhance the reporting in their national communications (NCs) and submit biennial reports, which outline their progress in achieving emission reductions and their provision of financial, technological and capacity-building support to Parties not included in Annex I to the Convention (non-Annex I Parties), building on existing reporting and review guidelines, processes and experiences.[18]

9. Developed country Parties were requested to submit, by 1 January 2014, their NC6s and BR1s.[19] As at 13 March 2015, the secretariat had received 44 NC6s, 43 BR1s and 43

[9] See paragraph 81 below.
[10] With the Subsidiary Body for Scientific and Technological Advice (SBSTA).
[11] See decision 1/CP.18, paragraphs 85 and 86. See also paragraph 77 below.
[12] With the SBSTA and the Standing Committee on Finance.
[13] As requested by decision 11/CP.20, paragraph 4.
[14] Decision 2/CP.17, annex II.
[15] See document FCCC/SBI/2014/21, paragraphs 7 and 8.
[16] See <www.unfccc.int/8451>.
[17] <www.unfccc.int/8854>.
[18] Decision 1/CP.16, paragraph 40.
[19] Decision 9/CP.16, paragraph 5, and decision 2/CP.17, paragraph 13.

BR1 common tabular format submissions and had coordinated reviews of the NC6s and BR1s of 41 Parties.

10. *Action*: The SBI will be invited to take note of the status of submission and review of the NC6s and BR1s.

FCCC/SBI/2015/INF.3	*Status of submission and review of sixth national communications and first biennial reports. Note by the secretariat*
Further information	*<www.unfccc.int/7742> and <www.unfccc.int/7550>*

(b) Compilation and synthesis of sixth national communications and first biennial reports from Parties included in Annex I to the Convention

11. *Background*: SBI 41 initiated but did not conclude the consideration of the compilation and synthesis report[20] on the NC6s and BR1s.[21] In accordance with rules 10(c) and 16 of the draft rules of procedure being applied, this matter has been included in the provisional agenda for SBI 42.

12. *Action*: The SBI will be invited to conclude its consideration of the compilation and synthesis report on the NC6s and BR1s.

Further information	*<www.unfccc.int/3076> and <www.unfccc.int/2736>*

(c) Revision of the "Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part II: UNFCCC reporting guidelines on national communications"

13. *Background*: SBI 41 continued but did not conclude the consideration initiated at SBI 40 of the revision of the "Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part II: UNFCCC reporting guidelines on national communications".[22] In accordance with rules 10(c) and 16 of the draft rules of procedure being applied, this matter has been included in the provisional agenda for SBI 42.

14. *Action*: The SBI will be invited to conclude its consideration of this matter and to recommend revised guidelines for consideration and adoption at COP 21.

Further information	*<www.unfccc.int/1095> and <www.unfccc.int/2707>*

(d) Outcome of the first round of the international assessment and review process (2014–2015)

15. *Background*: The IAR process was established to promote the comparability of efforts of all developed countries with regard to their quantified economy-wide emission limitation and reduction targets.

16. The outputs of IAR for each Party include the following: a record prepared by the secretariat which includes in-depth review reports, the summary report of the SBI, questions submitted by Parties and responses provided, and any other observations submitted by the Party under review within two months of the working group session of the

[20] FCCC/SBI/2014/INF.20 and Add.1 and 2.
[21] FCCC/SBI/2014/21, paragraph 12.
[22] FCCC/SBI/2014/21, paragraph 15.

SBI.[23] The SBI will forward conclusions based on the records referred to above, as appropriate.[24]

17. During the first MA working group session, 17 Annex I Parties were multilaterally assessed. The records for those Parties are available on the UNFCCC website;[25] their SBI summary reports are also included in the report on SBI 41.[26] At SBI 42, 24 Parties will be multilaterally assessed during the first week of the session, as referred to in paragraph 7 above.

18. *Action*: The SBI will be invited to initiate its consideration of the outcome of the first round of IAR with a view to completing it after the end of that first round.

Further information	*<www.unfccc.int/8451>*

4. Reporting from Parties not included in Annex I to the Convention

(a) Information contained in national communications from Parties not included in Annex I to the Convention

19. *Background*: At SBI 24, some Parties proposed that, in accordance with Article 10, paragraph 2, of the Convention, the SBI consider the information communicated by non-Annex I Parties in all of their NCs.[27]

20. *Action*: The SBI will be invited to provide guidance on how to further develop the process for considering the information contained in the NCs of non-Annex I Parties taking into consideration the parts of decision 2/CP.17 on biennial update reports (BURs) and international consultation and analysis.

(b) Provision of financial and technical support

21. *Background*: The Global Environment Facility (GEF), as an operating entity of the Financial Mechanism, provides financial support for the preparation of NCs and BURs by non-Annex I Parties.

22. The GEF will provide information on its activities relating to the preparation of BURs, including information on the dates of requests for funding, approvals of funding and disbursement of funds, as well as an approximate date of submission of the BURs to the secretariat.[28]

23. *Action*: The SBI will be invited to consider the information contained in the document prepared for the session and to make recommendations, as appropriate, to the GEF.

FCCC/SBI/2015/INF.7	*Information provided by the Global Environment Facility on its activities relating to the preparation of biennial update reports. Note by the secretariat*
Further information	*<www.unfccc.int/6921>*

[23] Decision 2/CP.17, annex II, paragraph 11.
[24] Decision 2/CP.17, annex II, paragraph 12.
[25] <www.unfccc.int/8451>.
[26] FCCC/SBI/2014/21, annex I.
[27] FCCC/SBI/2006/11, paragraph 32.
[28] In accordance with document FCCC/SBI/2014/21, paragraph 31.

5. Matters relating to the mechanisms under the Kyoto Protocol

(a) Review of the modalities and procedures for the clean development mechanism

24. *Background*: CMP 1 adopted the modalities and procedures for the clean development mechanism (CDM).[29] SBI 39 initiated and SBI 40[30] and 41[31] continued the consideration of possible changes to the CDM modalities and procedures.[32] SBI 41 agreed that the consideration of this matter would continue at SBI 42.[33]

25. *Action*: The SBI will be invited to conclude its work on this matter and to prepare a draft decision thereon for consideration and adoption at CMP 11.

Further information	*<www.unfccc.int/1673>*

(b) Review of the joint implementation guidelines

26. *Background*: CMP 1 adopted the guidelines for the implementation of Article 6 of the Kyoto Protocol (joint implementation (JI)).[34] SBI 39 initiated the review of those guidelines.[35] Consideration of the matter continued at SBI 40 and SBI 41.[36]

27. SBI 41 agreed that the consideration of this matter would continue at SBI 42 on the basis of the draft decision text and its appendix proposed by the co-facilitators of the informal consultations on this agenda sub-item and contained in the annex to document FCCC/SBI/2014/L.34.[37]

28. As requested at CMP 10,[38] the secretariat will prepare a technical paper on the opportunities for cost savings and efficiencies for JI, learning from experience with the CDM while recognizing the respective mandates of the two mechanisms.

29. As invited at CMP 10,[39] Parties may submit examples of voluntary technical approaches, designed by host Parties for their JI projects, that could assist the host Parties in achieving their quantified emission limitation or reduction commitments under the Kyoto Protocol.[40] The secretariat will prepare a synthesis report on those submissions.

30. As also requested at CMP 10, the Joint Implementation Supervisory Committee will submit, for consideration at SBI 42, elaborated recommendations on the review of the JI guidelines.[41]

31. *Action*: The SBI will be invited to consider the documents prepared for the session with a view to concluding its review of the JI guidelines and preparing a draft decision thereon for consideration and adoption at CMP 11.

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[29] Decisions 3/CMP.1, annex, 4/CMP.1, annex II, 5/CMP.1, annex, and 6/CMP.1, annex.
[30] FCCC/SBI/2014/8, paragraph 46.
[31] FCCC/SBI/2014/21, paragraph 50.
[32] In accordance with decision 5/CMP.8.
[33] FCCC/SBI/2014/21, paragraph 52.
[34] Decision 9/CMP.1.
[35] In accordance with decision 6/CMP.8.
[36] FCCC/SBI/2014/8, paragraph 50, and FCCC/SBI/2014/21, paragraph 54, respectively.
[37] FCCC/SBI/2014/21, paragraph 55.
[38] Decision 5/CMP.10, paragraph 5.
[39] Decision 5/CMP.10, paragraphs 6 and 7.
[40] Once uploaded by Parties, the submissions are available on the portal at <www.unfccc.int/5900>.
[41] Decision 5/CMP.10, paragraph 8.

FCCC/SBI/2015/5	*Recommendations of the Joint Implementation Supervisory Committee on the review of the joint implementation guidelines*
FCCC/SBI/2015/INF.1	*Synthesis report on examples of voluntary technical approaches, designed by host Parties for their joint implementation projects, that could assist the host Parties in achieving their quantified emission limitation or reduction commitments under the Kyoto Protocol. Note by the secretariat*
FCCC/TP/2015/1	*Opportunities for cost savings and efficiencies in joint implementation, learning from experience with the clean development mechanism while recognizing the respective mandates of the two mechanisms. Technical paper*
Further information	*<www.unfccc.int/1673>*

(c) Modalities for expediting the continued issuance, transfer and acquisition of joint implementation emission reduction units

32. *Background*: Under the current guidance,[42] a Party included in Annex I[43] with commitments inscribed in Annex B to the Kyoto Protocol may issue, transfer and acquire emission reduction units (ERUs) under JI only after its assigned amount has been calculated and recorded and its assigned amount units and removal units have been issued. SBI 39 initiated the consideration of the modalities for expediting the continued issuance, transfer and acquisition of ERUs under JI for the second commitment period.[44] Consideration of this matter continued at SBI 40 and 41.[45] SBI 41 agreed that the discussion of this matter would continue at SBI 42.[46]

33. *Action*: The SBI will be invited to conclude its consideration of this matter and to prepare a draft decision thereon for consideration and adoption at CMP 11.

Further information	*<www.unfccc.int/1673>*

(d) Procedures, mechanisms and institutional arrangements for appeals against decisions of the Executive Board of the clean development mechanism

34. *Background*: CMP 6 requested[47] the SBI to make recommendations for consideration and adoption at CMP 7 on procedures, mechanisms and institutional arrangements under the CMP to allow for appeals against decisions of the CDM Executive Board, taking into account the recommendations of the Executive Board contained in

[42] Decision 9/CMP.1, annex.
[43] As defined in Article 1, paragraph 7, of the Kyoto Protocol.
[44] In accordance with decision 1/CMP.8, paragraph 16.
[45] FCCC/SBI/2014/8, paragraph 60, and FCCC/SBI/2014/21, paragraph 57, respectively.
[46] FCCC/SBI/2014/21, paragraph 59.
[47] Decision 3/CMP.6, paragraph 18.

its annual report.[48] The SBI has been considering this matter since SBI 34 without reaching agreement.

35. SBI 41 agreed that the consideration of this matter would continue at SBI 42 on the basis of, inter alia, the co-facilitators' draft text contained in document FCCC/SBI/2012/33/Add.1.[49]

36. *Action*: The SBI will be invited to conclude its consideration of this matter and to prepare a draft decision thereon for consideration and adoption at CMP 12.

Further information	*<http://cdm.unfccc.int>*

(e) Matters relating to the international transaction log under the Kyoto Protocol

37. *Background*: SBI 37 took note of the 2012 annual report of the administrator of the international transaction log (ITL) under the Kyoto Protocol[50] and agreed that the consideration of the recommendations contained in paragraph 58(b) and (c) of that report would continue at SBI 38.[51]

38. SBI 40 took note of the options for, and a road map to, information security implementation in registry systems presented by the ITL administrator and the Security Working Group under the Registry System Administrators Forum[52] as requested at SBI 39.[53]

39. The ITL administrator and the Security Working Group will prepare a document containing a final implementation option for information security management, including the related resource requirements for registry systems and budget requirements for the ITL, for consideration at SBI 42.[54]

40. *Action*: The SBI will be invited to consider the final implementation option referred to in paragraph 39 above with a view to determining further action concerning information security implementation in registry systems.

FCCC/SBI/2015/INF.2	*Information security implementation in registry systems. Note by the administrator of the international transaction log*
Further information	*<www.unfccc.int/4065>*

6. Matters relating to the least developed countries

41. *Background*: SBI 41 acknowledged the progress made by the Least Developed Countries Expert Group (LEG) under its work programme for 2014–2015 and requested the LEG to keep it informed of the efforts of the LEG in implementing its work programme.[55] The 27th meeting of the LEG took place in Bangkok, Thailand, from 12 to 14 March 2015.

[48] FCCC/KP/CMP/2010/10, annex II.
[49] FCCC/SBI/2014/21, paragraph 62.
[50] FCCC/KP/CMP/2012/8.
[51] FCCC/SBI/2012/33, paragraphs 153 and 154.
[52] FCCC/SBI/2014/8, paragraph 71.
[53] FCCC/SBI/2013/20, paragraph 83.
[54] In accordance with document FCCC/SBI/2014/8, paragraph 72.
[55] FCCC/SBI/2014/21, paragraphs 67 and 73.

42. COP 16 decided to review, at COP 21, the progress, need for continuation and terms of reference of the LEG.[56] The following actions and steps necessary for SBI 42 to initiate that review were agreed upon:[57]

(a) The LEG held a meeting from 9 to 11 March 2015 in Bangkok, where representatives of Parties, the GEF and its agencies, and other relevant organizations, with the assistance of the secretariat, took stock of the work of the LEG. The secretariat will prepare a report on the meeting;

(b) Parties were invited to submit to the secretariat their views on the work of the LEG,[58] which the secretariat will compile into a miscellaneous document;

(c) The secretariat will prepare a synthesis report on the progress, need for continuation and terms of reference of the LEG on the basis of the submissions from Parties, the reports of the LEG, the report on the stocktaking meeting and other relevant information.

43. *Action*: The SBI will be invited to review the progress of the work of the LEG and to initiate the review of the need for continuation and of the terms of reference of the LEG with a view to forwarding a draft decision on this matter for consideration and adoption at COP 21.

FCCC/SBI/2015/6	*Synthesis report on the progress, need for continuation and terms of reference of the Least Developed Countries Expert Group. Note by the secretariat*
FCCC/SBI/2015/7	*Report on the 27th meeting of the Least Developed Countries Expert Group. Note by the secretariat*
FCCC/SBI/2015/8	*Report on the stocktaking meeting of the Least Developed Countries Expert Group. Note by the secretariat*
FCCC/SBI/2015/MISC.2	*Views on the work of the Least Developed Countries Expert Group. Submissions from Parties*
Further information	*<www.unfccc.int/7504> and <www.unfccc.int/7568>.*

7. National adaptation plans

44. *Background*: As invited at SBI 40, the Adaptation Committee will hold a workshop in collaboration with the LEG on 16 and 17 April 2015 in Bonn, Germany, drawing on experts and practitioners at different levels to share experiences, good practices, lessons learned, gaps and needs in relation to the process to formulate and implement national adaptation plans (NAPs).[59]

45. As it monitors and evaluates progress made in the NAP process,[60] SBI 42 will consider the report on the workshop referred to in paragraph 44 above, the submissions

[56] Decision 6/CP.16, paragraph 8.
[57] Decision 6/CP.16, paragraph 9.
[58] Once uploaded by Parties, the submissions are available on the portal at <www.unfccc.int/5900>.
[59] FCCC/SBI/2014/8, paragraph 106.
[60] In accordance with decision 5/CP.17, paragraph 37.

referred to in paragraphs 93, 103 and 104 of document FCCC/SBI/2014/8,[61] and all other relevant documents, with a view to making recommendations to COP 21, as appropriate.

46. SBI 42 will also consider how to enhance reporting related to the process to formulate and implement NAPs.[62] The Adaptation Committee and the LEG, in collaboration with the Green Climate Fund (GCF), as an operating entity of the Financial Mechanism, will consider how best to support developing country Parties in accessing funding from the GCF for the process to formulate and implement NAPs, and will report thereon to SBI 42.

47. *Action*: The SBI will be invited to consider these matters and to recommend a draft decision thereon for consideration and adoption at COP 21, as appropriate.

FCCC/SBI/2015/INF.6	*Report on the workshop on experiences, good practices, lessons learned, gaps and needs in relation to the process to formulate and implement national adaptation plans. Note by the secretariat*
Further information	*<www.unfccc.int/7500> and <www.unfccc.int/7279>*

8. Poznan strategic programme on technology transfer

48. *Background*: As invited at SBI 34, the GEF has been providing reports on the progress made in carrying out its activities under the Poznan strategic programme on technology transfer, for consideration at SBI sessions, for the duration of the programme.[63]

49. SBI 41 noted the areas of collaboration[64] between the regional technology transfer and finance centres supported by the GEF under the Poznan strategic programme and the Climate Technology Centre and Network and invited the GEF to report on that collaboration in its future progress reports.[65]

50. SBI 41 also noted that, in 2015, the Technology Executive Committee (TEC) will undertake an evaluation of the Poznan strategic programme with the aim of enhancing the effectiveness of the Technology Mechanism, guided by the terms of reference to be developed by its task force on this matter.[66] As invited at SBI 41, the TEC will provide an interim report on its preliminary findings to SBI 42 and a final report to the COP through SBI 43.[67]

51. *Action*: The SBI will be invited to consider the documents prepared for the session with a view to determining further action.

FCCC/SBI/2015/INF.4	*Report of the Global Environment Facility on the progress made in carrying out the Poznan strategic programme on*

[61] See documents FCCC/SBI/2013/9, FCCC/SBI/2014/MISC.1 and FCCC/SBI/2013/MISC.2 and Add.1. Further relevant submissions are available at <http://unfccc.int/5900> under SBI 40 and the heading "National adaptation plans", <http://unfccc.int/8016> under the heading "Guidelines for the formulation of national adaptation plans" and <http://unfccc.int/7481> under the heading "National adaptation plans".

[62] In accordance with decision 3/CP.20, paragraph 10.

[63] FCCC/SBI/2011/7, paragraph 137.

[64] FCCC/CP/2014/2/Add.1, annex, paragraph 14.

[65] FCCC/SBI/2014/21, paragraph 87.

[66] FCCC/SBI/2014/8, paragraph 142, and FCCC/SBI/2014/21, paragraph 88.

[67] FCCC/SBI/2014/21, paragraph 88.

	technology transfer. Note by the secretariat
FCCC/SBI/2015/INF.5	*Evaluation of the Poznan strategic programme on technology transfer: interim report by the Technology Executive Committee*
Further information	*<http://www.thegef.org/gef/TT_poznan_strategic_program>*

9. Capacity-building

(a) Capacity-building under the Convention

52. *Background*: COP 17 decided to initiate the third comprehensive review of the implementation of the framework for capacity-building in developing countries established under decision 2/CP.7 at SBI 42, taking into account the provisions of decisions 1/CP.16 and 2/CP.17 on capacity-building, with a view to completing the review at COP 22.[68] Parties may submit[69] their views on the terms of reference for the third comprehensive review.[70]

53. As invited at COP 12, Parties may annually submit[71] information on the activities that they have undertaken pursuant to decisions 2/CP.7 and 2/CP.10.[72] As requested by the COP, the secretariat has been producing annual reports on activities to implement the capacity-building framework.[73] SBI 41 agreed that the consideration of this matter would continue at SBI 42.[74]

54. The 4th meeting of the Durban Forum on capacity-building will be held during SBI 42. Parties may submit[75] their views on specific thematic issues relating to capacity-building under the Convention in developing countries, for consideration at that meeting, as well as their views on the organization of the meeting.[76]

55. *Action*: The SBI will be invited to initiate the third comprehensive review of the implementation of the capacity-building framework and to develop terms of reference for the review.

56. The SBI will also be invited to continue its consideration of capacity-building for developing countries under the Convention with a view to recommending a draft decision on this matter for consideration and adoption at COP 21.

57. Parties, observer organizations and the media are invited to participate in, and actively contribute to, the 4th meeting of the Durban Forum on capacity-building.

FCCC/SBI/2015/4	*Synthesis report on the implementation of the framework for capacity-building in developing countries. Note by the secretariat*
FCCC/SBI/2015/4/Add.1	*Synthesis report on the implementation of the framework for*

[68] Decision 13/CP.17, paragraph 7.
[69] Once uploaded by Parties, the submissions are available on the portal at <www.unfccc.int/5900>.
[70] FCCC/SBI/2014/21, paragraph 92.
[71] Once uploaded by Parties, the submissions are available on the portal at <www.unfccc.int/5900>.
[72] Decision 4/CP.12, paragraph 1(a).
[73] Decisions 2/CP.7, paragraph 9(c), and 4/CP.12, paragraph 1(c).
[74] FCCC/SBI/2014/21, paragraph 93.
[75] Once uploaded by Parties, the submissions are available on the portal at <www.unfccc.int/5900>.
[76] FCCC/SBI/2014/21, paragraph 91.

	capacity-building in developing countries. Note by the secretariat. Addendum. Capacity-building activities of United Nations organizations and other institutions
FCCC/SBI/2015/9	*Compilation and synthesis report on capacity-building work of bodies established under the Convention and its Kyoto Protocol. Note by the secretariat*
FCCC/SBI/2015/MISC.1	*Information on activities undertaken to implement the framework for capacity-building in developing countries, and views on specific issues, to be considered at the 4th meeting of the Durban Forum, on the organization of that meeting and on the terms of reference for the third comprehensive review of the implementation of the capacity-building framework. Submissions from Parties*
Further information	*<www.unfccc.int/1033> and <www.unfccc.int/7060>*

(b) Capacity-building under the Kyoto Protocol

58. *Background*: CMP 7 decided to initiate the third comprehensive review of the implementation of the capacity-building framework at SBI 42, taking into account the provisions of decisions 1/CP.16 and 2/CP.17 on capacity-building, with a view to completing the review at CMP 12.[77] Parties may submit[78] their views on the terms of reference for the third comprehensive review.[79]

59. As invited at CMP 2, Parties may annually submit[80] information on the activities that they have undertaken pursuant to decision 29/CMP.1.[81] As requested at CMP 2,[82] the secretariat has been producing annual synthesis reports on progress made in the implementation of activities pursuant to decision 29/CMP.1 on the basis of submitted information and information on the capacity-building activities of the CDM Executive Board relating to the regional distribution of CDM project activities and related capacity-building. SBI 41 agreed that the consideration of this matter would continue at SBI 42.[83]

60. *Action*: The SBI will be invited to initiate the third comprehensive review of the implementation of the capacity-building framework and to develop terms of reference for the review.[84]

61. The SBI will also be invited to continue its consideration of capacity-building for developing countries under the Kyoto Protocol with a view to recommending a draft decision on this matter for consideration and adoption at CMP 11.

62. Parties, observer organizations and the media are invited to participate in, and actively contribute to, the 4th meeting of the Durban Forum on capacity-building.

[77] Decision 15/CMP.7, paragraph 8.
[78] Once uploaded by Parties, the submissions are available on the portal at <www.unfccc.int/5900>.
[79] FCCC/SBI/2014/21, paragraph 97.
[80] Once uploaded by Parties, the submissions are available on the portal at <www.unfccc.int/5900>.
[81] Decision 6/CMP.2, paragraph 1(a).
[82] Decision 6/CMP.2, paragraph 1(c).
[83] FCCC/SBI/2014/21, paragraph 98.
[84] The SBI will consider the documents listed under agenda sub-item 9(a) above.

10. Article 6 of the Convention

63. *Background*: COP 18 adopted the Doha work programme on Article 6 of the Convention and decided that the eight-year work programme would be reviewed in 2020, with an intermediate review of progress in 2016, to evaluate its effectiveness, identify any emerging gaps and needs, and inform any decisions on improving the work programme's effectiveness, as appropriate.[85]

64. SBI 40 agreed to develop terms of reference for the intermediate review of the implementation of the Doha work programme, for consideration at SBI 42, with a view to launching the review at SBI 44,[86] and decided to take into account the proposals contained in the annex to document FCCC/SBI/2014/L.20 as input to the 2016 intermediate review.[87] Parties, admitted observer organizations and other stakeholders may submit[88] further relevant ideas to the secretariat.[89]

65. The 3rd Dialogue on Article 6 of the Convention will be convened during SBI 42 with a focus on education and training and international cooperation thereon. Parties, admitted observer organizations and other stakeholders may submit[90] their views on the agenda for the 3rd Dialogue.[91]

66. *Action*: The SBI will be invited to develop terms of reference for the intermediate review of the implementation of the Doha work programme. Parties, representatives of relevant bodies established under the Convention, relevant experts, practitioners and stakeholders,[92] as well as the media, are invited to participate in, and actively contribute to, the 3rd Dialogue on Article 6 of the Convention.

Further information	*<www.unfccc.int/2529>*

11. Impact of the implementation of response measures

(a) Forum and work programme

67. *Background*: COP 17 launched a work programme on the impact of the implementation of response measures under the subsidiary bodies.[93] It also established a forum to implement the work programme and to provide a platform allowing Parties to share information, experiences, case studies, best practices and views.[94]

68. The review of the work of the forum and work programme on the impact of the implementation of response measures was concluded at SBI 40 and the fortieth session of the Subsidiary Body for Scientific and Technological Advice (SBSTA).[95]

69. At SBI 41 and SBSTA 41, Parties discussed how to take the work on this matter forward but were not able to reach consensus, and therefore agreed to recommend that COP

[85] Decision 15/CP.18, paragraphs 1 and 2.
[86] FCCC/SBI/2014/8, paragraph 172.
[87] FCCC/SBI/2014/8, paragraph 173.
[88] Once uploaded by Parties, the submissions are available on the portal at <www.unfccc.int/5900>.
[89] FCCC/SBI/2014/8, paragraph 173.
[90] Once uploaded by Parties, the submissions are available on the portal at <www.unfccc.int/5900>.
[91] FCCC/SBI/2014/8, paragraph 170.
[92] In accordance with decision 15/CP.18, paragraph 9.
[93] Decision 8/CP.17, paragraph 1.
[94] Decision 8/CP.17, paragraph 3.
[95] FCCC/SBI/2014/8, paragraph 178, and FCCC/SBSTA/2014/2, paragraph 99.

20 consider it.[96] The COP, by decision 20/CP.20, forwarded the text of a draft decision on this matter for consideration at SBI 42 and SBSTA 42 with a view to the subsidiary bodies recommending a draft decision on this matter for consideration and adoption at COP 21.

70. *Action*: SBI 42 and SBSTA 42 will be invited to consider the text of the draft decision contained in the annex to decision 20/CP.20 with a view to recommending a draft decision on this matter for consideration and adoption at COP 21.

Further information	<www.unfccc.int/4908>

(b) Matters relating to Article 3, paragraph 14, of the Kyoto Protocol

71. *Background*: SBI 41 agreed to consider this matter jointly with the SBI and SBSTA agenda sub-item "Forum and work programme" in a joint SBI/SBSTA forum. It also agreed that consultations on how to take up this matter would continue at SBI 42.[97]

72. *Action*: The SBI will be invited to agree on how to take up this matter.

(c) Progress on the implementation of decision 1/CP.10

73. *Background*: SBI 41 agreed to consider this matter jointly with the SBI and SBSTA agenda sub-item "Forum and work programme" in a joint SBI/SBSTA forum. SBI 41 also agreed that consultations on how to take up this matter would continue at SBI 42.[98]

74. *Action*: The SBI will be invited to agree on how to take up this matter.

12. The 2013–2015 review

75. *Background*: COP 18 decided to periodically review the adequacy of the long-term global goal and overall progress made towards achieving it,[99] with the assistance of the SBI and the SBSTA[100] and supported by the SED.[101]

76. The 1st meeting of the fourth session of the SED was held on 2 and 3 December 2014 in conjunction with COP 20.[102] The 2nd meeting of the fourth session of the SED, which was the final meeting of the SED, was held on 8 and 9 February 2015 in Geneva, Switzerland, in conjunction with the eighth part of the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action.

77. As requested at SBI 41 and SBSTA 41, the co-facilitators of the SED will prepare a final factual report that includes a compilation and a technical summary of the reports on the meetings of the SED and will make it available no later than 3 April 2015.[103]

78. As invited at SBI 41 and SBSTA 41, Parties may submit[104] any other information or gaps in information relevant to the 2013–2015 review, in accordance with decision 2/CP.17, paragraph 161, decision 1/CP.18, paragraph 84, and paragraph 132 of the report on SBSTA 39, as well as their views on the adequacy of the long-term global goal in the

[96] FCCC/SBI/2014/21, paragraph 103, and FCCC/SBSTA/2014/5, paragraph 60.
[97] FCCC/SBI/2014/21, paragraph 104.
[98] FCCC/SBI/2014/21, paragraph 105.
[99] Decision 1/CP.18, paragraph 79.
[100] Decision 2/CP.17, paragraph 162.
[101] Decision 1/CP.18, paragraphs 85 and 86.
[102] See <www.unfccc.int/7521>.
[103] FCCC/SBI/2014/21, paragraph 116, and FCCC/SBSTA/2014/5, paragraph 53.
[104] Once uploaded by Parties, the submissions are available on the portal at <www.unfccc.int/5900>.

light of the ultimate objective of the Convention and of the overall progress made towards achieving the long-term global goal, including consideration of the implementation of the commitments under the Convention.[105]

79. The respective bodies decided to consider at SBI 42 and SBSTA 42 the report referred to in paragraph 77 above and the submissions from Parties referred to in paragraph 78 above with a view to reporting thereon to COP 21, which shall take appropriate action on the basis of the 2013–2015 review.[106]

80. *Action*: The SBI and the SBSTA will be invited to consider this matter and to take further steps, including preparing a draft decision for consideration and adoption at COP 21.

FCCC/SB/2015/INF.1	*Report on the structured expert dialogue on the 2013–2015 review. Note by the co-facilitators of the structured expert dialogue*
Further information	*<www.unfccc.int/6998>*

13. Gender and climate change

81. *Background*: As part of the Lima work programme on gender, the secretariat will organize an in-session workshop on gender-responsive climate policy with a focus on mitigation and technology development and transfer.[107] As invited at COP 20, Parties and admitted observer organizations may submit[108] their views on the matters to be addressed at that workshop.[109] SBI 41 requested the secretariat to inform Parties at SBI 42 of the existing gender-related policies within the secretariat.[110]

82. *Action*: The SBI will be invited to take note of the information provided. Interested Parties and admitted observer organizations, as well as the media, are invited to participate in, and actively contribute to, the in-session workshop.

Further information	*<www.unfccc.int/7516>*

14. Arrangements for intergovernmental meetings

83. *Background*: COP 19 accepted with appreciation the offer of the Government of France to host COP 21 and CMP 11 in Paris, France, from 30 November to 11 December 2015.[111] A Host Country Agreement is expected to be concluded and signed by SBI 42. Information on the organization of COP 21 and CMP 11, as well as information for assistance in the planning of future sessional periods and the organization of the intergovernmental process, is contained in document FCCC/SBI/2015/2.

[105] FCCC/SBSTA/2014/5, paragraph 54, and FCCC/SBI/2014/21, paragraph 117.
[106] Decision 1/CP.16, paragraph 139(c), and decision 2/CP.17, paragraph 158.
[107] In accordance with decision 18/CP.20, paragraph 11.
[108] Once uploaded by Parties, the submissions are available on the portal at <www.unfccc.int/5900>.
[109] Decision 18/CP.20, paragraph 13.
[110] FCCC/SBI/2014/21, paragraph 120.
[111] Decision 28/CP.19, paragraph 3.

84. As requested at SBI 41, further information on and analysis of the frequency and organization of sessions, including clarification of the budgetary implications, will be provided by the secretariat at the session.[112]

85. As also requested at SBI 41, further information on and analysis of adjustments to the timing of the election of the President and the rotation of the Presidencies will be provided by the secretariat at the session.[113]

86. *Action*: The SBI will be invited to consider the information contained in the document prepared for the session and to take any action it deems appropriate. In particular, the SBI will be invited to provide further guidance to the host government, Parties and the secretariat on the organization of COP 21 and CMP 11.

FCCC/SBI/2015/2	*Arrangements for intergovernmental meetings. Note by the Executive Secretary*
Further information	*<www.unfccc.int/8166> and <www.unfccc.int/6558>*

15. Administrative, financial and institutional matters

(a) Budget performance for the biennium 2014–2015

87. *Background*: A report on the status of indicative contributions from Parties as at 15 May 2015 to the Trust Fund for the Core Budget of the UNFCCC and the Trust Fund for the International Transaction Log and of voluntary contributions made to all of the trust funds of the UNFCCC will be prepared for consideration at the session, in keeping with the financial procedures that require the Executive Secretary to inform Parties of the status of their contributions at least twice a year.

88. *Action*: The SBI will be invited to take note of the information presented in the documents prepared for the session and any additional relevant oral information provided by the Executive Secretary, and to recommend draft decisions on administrative and financial matters for consideration and adoption at COP 21 and CMP 11.

FCCC/SBI/2015/INF.8	*Status of contributions as at 15 May 2015. Note by the secretariat*
Further information	*<www.unfccc.int/1065>*

(b) Programme budget for the biennium 2016–2017

89. *Background*: As requested at COP 20 and CMP 10, the Executive Secretary will propose a programme budget for the biennium 2016–2017 at the session.[114]

90. *Action*: The SBI will be invited to consider the programme budget proposed by the Executive Secretary for the biennium 2016–2017 and to recommend a draft decision thereon for consideration and adoption at COP 21 and for endorsement at CMP 11. The SBI will also be invited to consider the methodology for the collection of ITL fees with a view to recommending a draft decision on the matter for consideration and adoption at CMP 11.

FCCC/SBI/2015/3	*Proposed programme budget for the biennium 2016–2017. Note by the Executive Secretary*

[112] FCCC/SBI/2014/21, paragraphs 124–128.
[113] FCCC/SBI/2014/21, paragraph 130.
[114] Decisions 22/CP.20, paragraph 10, and 8/CMP.10, paragraph 10.

FCCC/SBI/2015/3/Add.1	*Proposed programme budget for the biennium 2016–2017. Note by the Executive Secretary. Addendum. Work programme of the secretariat for the biennium 2016–2017*
FCCC/SBI/2015/3/Add.2	*Proposed programme budget for the biennium 2016–2017. Note by the Executive Secretary. Addendum. Activities to be funded from supplementary sources*
FCCC/SBI/2015/3/Add.3	*Proposed programme budget for the biennium 2016–2017. Note by the Executive Secretary. Addendum. Trust Fund for the International Transaction Log*
Further information	*<www.unfccc.int/1065>*

(c) Continuing review of the functions and operations of the secretariat

91. *Background*: SBI 21 decided to review the functions and operations of the secretariat under this agenda sub-item annually.[115]

92. *Action*: The SBI will be invited to consider this matter and to make recommendations, as appropriate.

Further information	*<www.unfccc.int/1065>*

(d) Implementation of the Headquarters Agreement

93. The Host Government and the Executive Secretary will report on further progress made in the implementation of the Headquarters Agreement.[116] The SBI will be invited to consider this matter and to make recommendations, as appropriate.

Further information	*<www.unfccc.int/1065>*

16. Other matters

94. Any other matters arising during the session will be taken up under this agenda item.

17. Closure of and report on the session

95. A draft report on the work of the session will be prepared for adoption by the SBI at the end of the session, after which the Chair will declare the session closed.

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[115] FCCC/SBI/2004/19, paragraph 105.

[116] In accordance with document FCCC/SBI/2014/8, paragraph 241.

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Item 14 of the provisional agenda
Arrangements for intergovernmental meetings

Arrangements for intergovernmental meetings

Note by the Executive Secretary*

Summary

The three main topics addressed in this document are:

(a) The twenty-first session of the Conference of the Parties and the eleventh session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, including information on the sessions, an organizational scenario and possible elements of the provisional agendas;

(b) Preparations for future sessional periods and guidance from the Subsidiary Body for Implementation regarding the dates for the sessional periods in 2020;

(c) Organization of the intergovernmental process.

* The document was submitted after the due date to enable the secretariat to include all relevant inputs.

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I. Introduction

A. Mandate

1. Article 8, paragraph 2, of the Convention and Article 14, paragraph 2, of the Kyoto Protocol provide that the functions of the secretariat shall be, inter alia, to make arrangements for sessions of the Conference of the Parties (COP), the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) and the subsidiary bodies under the Convention and to provide them with services as required. In order to make the necessary arrangements for intergovernmental meetings, the secretariat periodically seeks guidance from Parties.

B. Possible action by the Subsidiary Body for Implementation

2. The Subsidiary Body for Implementation (SBI) is invited to:

(a) Provide advice or recommendations to the Convention and Kyoto Protocol bodies on the organization of their work during the 2015 United Nations Climate Change Conference, to be held in Paris, France, as well as advice and guidance to the Bureau, the incoming Presidency and the secretariat on the planning of the sessions;

(b) Provide advice to the secretariat on possible elements of the provisional agendas for COP 21 and the CMP 11;

(c) Recommend dates for the sessional periods in 2020 for adoption at COP 21;

(d) Exchange views and provide guidance on the organization of the intergovernmental process in order to forward recommendations to the COP for its consideration.

II. Twenty-first session of the Conference of the Parties and eleventh session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

A. Introduction

3. The 2015 United Nations Climate Change Conference will be held in Paris from Monday, 30 November, to Friday, 11 December 2015.[1] The Paris Conference is expected to include the sessions of the COP, the CMP, the Subsidiary Body for Scientific and Technological Advice (SBSTA), the SBI and the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP) during the two-week sessional period. It will also include a joint high-level segment of the COP and the CMP. Nevertheless, there remain considerable uncertainties arising from the evolution of the negotiating process, and flexibility will be needed to finalize the arrangements for the conference.

4. The Paris Conference is expected to attract a very high level of attendance and of public and media interest. Current planning assumptions estimate that around 20,000 registered participants will be in attendance, and that there will be a large number of additional visitors to the city taking part in events outside the United Nations zone. Parties

[1] Decision 28/CP.19, paragraph 3.

are expected to conclude work under the Durban Platform and adopt a protocol, another legal instrument or an agreed outcome with legal force under the Convention applicable to all Parties that would come into effect and be implemented from 2020.[2] Building on the successful conclusions and other significant achievements of the Lima Conference, Parties are also expected to advance and accelerate actions related to implementation under the Convention and its Kyoto Protocol.

B. Preparations for the sessions

5. COP 19 accepted with appreciation the offer of the Government of France to host COP 21 and CMP 11, subject to confirmation by the Bureau of the COP and the CMP that all logistical, technical and financial elements for hosting the sessions in Paris are available.[3] The Bureau has confirmed that these elements are available. In accordance with decision 28/CP.19, the Executive Secretary has completed consultations with the Government of France and arrangements are in place for the Host Country Agreement to be signed before the June sessions. Preparations for COP 21 and CMP 11 are under way; further information will be provided during SBI 42.

C. Organization of the sessions

6. Given the political significance of the outcomes of the Paris Conference and its scale, as well as the evolving process of negotiations taking place in the lead-up to and at the Paris Conference, it must be acknowledged that some flexibility in the organization of the work of the sessions is needed at this stage. In this context, Parties may wish to reflect on how a 'business as usual' approach to planning the sessions may need to be adjusted and on how the planning for the Paris Conference could be advanced by the incoming Presidency and the secretariat, under the guidance of the Bureau.

7. As a basis for discussion, and taking into account the evolving circumstances surrounding the organization of the Paris Conference, an initial organizational scenario is presented below. The opening of the Paris Conference will take place on Monday, 30 November, followed by the opening plenary meetings of the COP and the CMP. In the opening plenary meeting of the COP, the President of COP 20 and CMP 10 would open COP 21 and propose the election of the President of COP 21 and CMP 11. The COP would then take up some of the organizational and procedural agenda items, including the adoption of the agenda and the organization of work. The COP would refer items of its agenda to the subsidiary bodies as appropriate. The opening plenary meeting of the COP would then be adjourned.

8. CMP 11 would then be opened and the CMP would take up some of the organizational and procedural items on its agenda, including the adoption of the agenda and the organization of work. The CMP would refer items of its agenda to the subsidiary bodies as appropriate. The opening plenary meeting of the CMP would then be adjourned.

9. After launching their work, the COP and the CMP would convene in a joint plenary meeting to hear concise statements on behalf of groups of Parties.

10. The COP and the CMP would convene in plenary meetings later in the week to take up the items on their agendas not referred to subsidiary bodies.

11. The SBSTA and the SBI are planning to finalize numerous issues, including those relating to ongoing work and mandates arising from COP 20 and CMP 10, and to forward

[2] Decision 1/CP.19, paragraph 2, and decision 1/CP.17, paragraph 4.
[3] As footnote 1 above.

the results to the COP and the CMP for consideration. The subsidiary bodies intend to conduct their work keeping in mind any conclusions on the organization of work that may be agreed at the June sessions in planning for the Paris Conference. The work of the SBSTA and the SBI would be completed in the first week of the conference, and would reflect any priorities established by the respective bodies during the June sessions.

12. The ADP reached a key milestone towards a new, universal agreement on climate change[4] in Geneva, Switzerland, at the eighth part of its second session, in February of this year.[5] The negotiating text is now available in all six languages as document FCCC/ADP/2015/1. As requested by the COP, the negotiating text has been communicated by the secretariat to Parties[6] in accordance with provisions of the Convention and the draft rules of procedure being applied.[7] The ADP will complete its mandate and report to COP 21. Although the precise arrangements for the completion of the mandate of the ADP and its report to the COP will depend on the evolution of the negotiating process, every effort will be required to ensure that COP 21 is able to adopt, by consensus and in a timely and orderly manner, a protocol, another legal instrument or an agreed outcome with legal force under the Convention applicable to all Parties.

13. The principles of openness, transparency and inclusiveness will guide the organization of work. To that end, efforts will continue to be implemented through the increased use of informal plenary meetings, the increased electronic availability of documentation and plenary statements, timely meeting announcements and the broadcasting of meeting information on closed-circuit television and on the UNFCCC website.

14. For the organization of the two-week conference, the Government of France, in consultation with the secretariat, is taking measures to ensure proper arrangements are put in place for accommodations and logistics for participants.

15. Extensive efforts to facilitate activities for observer engagement at the Paris Conference are being made by the incoming COP 21/CMP 11 Presidency taking into consideration previous SBI conclusions.[8] A high-level event on enhancing the implementation of climate action will be convened by the Executive Secretary and the President of the COP.[9] In addition, the COP 20/CMP 10 Presidency and the incoming COP 21/CMP 11 Presidency have already launched the Lima–Paris Action Agenda.[10] Given the extensive interest from civil society and the private sector in the Paris Conference, the incoming COP 21/CMP 11 Presidency has also announced additional venues; it will set up a civil society village and support an innovative solutions gallery (a private initiative), both of which will be adjacent to the conference venue/United Nations zone. These additional venues will enable a greater number of participants from civil society and the private sector than the capacity of the primary conference venue allows to showcase their actions and solutions.

16. Formal notification of COP 21 and CMP 11 will be communicated by the secretariat to all participants in due course, through the usual channels. The secretariat will issue a

[4] In decision 1/CP.17, paragraph 2, the COP decided to launch a process to develop a protocol, another legal instrument or an agreed outcome with legal force under the Convention applicable to all Parties.

[5] See <http://webtv.un.org/watch/closing-plenary-geneva-climate-change-conference-2015-unfccc/4051829279001>.

[6] See <http://unfccc.int/files/essential_background/convention/application/pdf/adp_negotiating_text_english.pdf>.

[7] Decision 1/CP.20, paragraph 7.

[8] FCCC/SBI/2011/7, paragraph 178(b).

[9] As per decision 1/CP.20, paragraph 21.

[10] See <http://www.cop20.pe/en/18732/comunicado-sobre-la-agenda-de-accion-lima-paris/>.

notification to Parties concerning the credentials required to participate at COP 21/CMP 11, in accordance with rule 19 of the draft rules of procedure being applied. Given the decisions to be adopted, such credentials are of high importance.

D. High-level segment

17. Keeping in mind the evolving negotiating process (see paras. 6 and 7 above), planning for the high-level segment for ministers and other heads of delegation is still under way. As a basis for discussion, Parties may wish to reflect on a 'business as usual' approach to planning presented below, considering possible adjustments and the possibility that further information will be provided at a later stage.

18. The high-level segment of COP 21 and CMP 11 would be organized in line with the positive experiences of recent sessions of the COP and the CMP, at which national statements did not run beyond the scheduled time frame. The inauguration of the high-level segment could take place in the morning of Tuesday, 8 December, and include the participation of high-level representatives of the host country. Statements would also be made by high-level dignitaries and on behalf of groups of Parties, as appropriate.

19. The COP and the CMP could convene in joint plenary meetings on Wednesday, 9 December, and Thursday, 10 December, to hear national statements made by ministers and other heads of delegation. There would be one speakers' list, including for statements on behalf of Parties to both the Convention and its Kyoto Protocol. No decisions would be taken in these joint plenary meetings. Given the number of Parties, the recommended time limit for each statement, as at previous sessions, would be three minutes. A bell system would be put in place to make the best use of the limited time available. The full texts of the official statements would be posted on the UNFCCC website. On the basis of the invitation made to all Parties to communicate their intended nationally determined contributions well in advance of COP 21,[11] Parties may wish to reflect on the possibility of a thematic focus for the national statements.

20. A further joint plenary meeting of the COP and the CMP would be convened to hear statements from observer organizations. The recommended time limit for each statement, as at previous sessions, would be two minutes.

21. In order to ensure timely and orderly closure of the conference, plenary meetings of the COP and the CMP could be convened earlier in the second week, as appropriate, for the early adoption of decisions and conclusions. The COP and the CMP will conclude their work on Friday, 11 December.

E. Possible elements of the provisional agendas

22. Rule 9 of the draft rules of procedure being applied provides that "in agreement with the President, the secretariat shall draft the provisional agenda of each session". Possible elements of the provisional agendas for COP 21 and CMP 11 have been prepared by the secretariat following consultations with the President and the Bureau, and are contained in annexes I and II. The possible elements closely follow recent agendas and also reflect the outcomes of COP 20 and CMP 10. In addition, they include organizational and procedural elements, as well as a high-level segment.

23. Parties will be invited to present their views on the possible elements of the provisional agendas for COP 21 and CMP 11, including possible elements that may be

[11] Decision 1/CP.20, paragraph 13.

streamlined or deferred until 2016 in order to maximize time for negotiations at the Paris Conference. Taking into account these views, the secretariat will finalize the provisional agendas in agreement with the President and make them available in the official United Nations languages at least six weeks before the opening of the sessions, in accordance with rule 11 of the draft rules of procedure being applied.

III. Future sessional periods

A. Sessions of the Ad Hoc Working Group on the Durban Platform for Enhanced Action in the second half of 2015

24. At the eighth part of its second session, the ADP agreed on the need to hold two sessions in the second half of 2015 in addition to its sessions to be held in conjunction with the forty-second sessions of the subsidiary bodies, COP 21 and CMP 11.[12] The ADP requested that the secretariat make the necessary arrangements to organize two additional sessions in Bonn, Germany, to take place from:[13]

(a) Monday, 31 August, to Friday, 4 September 2015;

(b) Monday, 19 October, to Friday, 23 October 2015.

B. Future sessional periods of the Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

25. The COP noted that, in keeping with the principle of rotation among regional groups, the President of COP 22 and CMP 12 would come from the African States. The COP noted the offer from the Government of Morocco to host COP 22 and CMP 12 from Monday, 7 November, to Friday, 18 November 2016.[14]

26. In keeping with the principle of rotation among regional groups, the President of COP 23 and CMP 13 would come from the Asia-Pacific States. In this context, the SBI may wish to encourage the Asia-Pacific States to present an offer by SBI 42 on the host country of those sessions, which would be forwarded for consideration to COP 21.

27. The SBI is invited to consider the issue of the hosting of COP 22 and CMP 12 as well as of COP 23 and CMP 13 taking into account the information provided at the session by the potential host countries and the secretariat, with a view to proposing a draft decision on the matter for consideration and adoption at COP 21.

C. Calendar of meetings of the Convention bodies

28. SBI 42 will be invited to recommend dates for the sessional periods in 2020, as follows:

(a) *First sessional period:* Monday, 1 June, to Thursday, 11 June;

(b) Second sessional period: Monday, 9 November, to Friday, 20 November.

[12] As footnote 5 above.

[13] The secretariat noted that funding would be required to hold both additional sessions.

[14] Decision 24/CP.20, paragraph 1.

29. The SBI may wish to consider the proposed dates for these sessional periods and provide guidance on the dates for future sessional periods with a view to recommending them for consideration and adoption at COP 21.

IV. Organization of the intergovernmental process

30. The SBI has periodically provided Parties with an opportunity to discuss the organization of the intergovernmental process and to exchange views on relevant matters.[15] SBI 40 and 41 considered issues such as:

(a) The frequency and organization of sessions (including biennial COP/CMPs);[16]

(b) Alternating COP/CMP sessions between host countries and the seat of the secretariat;[17]

(c) Arrangements for high-level segments, including engagement of ministers.[18]

31. The discussions drew on documents prepared by the secretariat that provide useful background information.[19] The SBI adopted conclusions on these matters, which should be kept in mind in further considerations.[20]

32. At SBI 41, the secretariat was requested to provide further information on the topics listed in paragraph 30 above, including a clarification of the budgetary implications. That information is provided in paragraphs 33–44 below using the available capacities of the secretariat's current accounting system.

A. Frequency and organization of sessions

33. To date, discussions have focused on whether by 2016, 2020 or a later time the UNFCCC process will have evolved to the point where annual COP/CMP sessions may not be essential. Should the focus of the intergovernmental climate change process shift increasingly towards matters of implementation of agreements and decisions, it may be better served through convening additional subsidiary body sessions and constituted body meetings than through annual COP/CMP sessions. Some Parties have envisioned that major negotiated outcomes, high political profile or important decision-making events may be required less frequently, and have thus reflected on whether COP/CMP sessions will be needed every year in the future.

34. In this context, future sessional periods for the COP/CMP and the subsidiary bodies could involve options such as:

(a) Annual COP/CMP sessions alternating between larger, more politically oriented sessions and smaller, implementation-focused sessions. The design of smaller COP/CMP sessions may include minimalistic elements that would reflect a different mode and scale of engagement and reduce participation (e.g. fewer than 5,000). Smaller COP/CMP sessions may not, for example, require meetings of the subsidiary bodies or ministerial participation and may benefit from a different approach to side events;

[15] FCCC/SBI/2014/8, paragraph 216(a).
[16] FCCC/SBI/2014/11, paragraphs 621, and FCCC/SBI/2014/21, paragraphs 125 and 128.
[17] FCCC/SBI/2014/11, paragraphs 13–16, and FCCC/SBI/2014/21, paragraphs 126 and 128(b).
[18] FCCC/SBI/2014/11, paragraphs 17–21, and FCCC/SBI/2014/21, paragraphs 125 and 127.
[19] FCCC/SBI/2014/8, FCCC/SBI/2014/11 and FCCC/SBI/2014/21.
[20] FCCC/SBI/2014/21, paragraphs 122–132.

(b) Biennial COP/CMP sessions as in some other intergovernmental processes,[21] in addition to:

(i) Two sessions of the subsidiary bodies, for example in August/September and in March/April of the following year. Sessions of the subsidiary bodies would not be convened in conjunction with COP/CMP sessions;

(ii) Three sessions of the subsidiary bodies, for example in August/September and in March/April of the following year, and also in conjunction with COP/CMP sessions and in November/December when COP/CMP sessions are not held.

35. The budgetary implications of the various options are very important for Parties and for host countries. The option of convening smaller COP/CMP sessions may also increase the opportunity for more Parties to host and serve as the President, particularly for Parties that are not in a position to host a large-scale conference.

36. In the scenario of biennial COP/CMP sessions (with three intersessional subsidiary body sessions), Parties would need to cover the costs of one session of the subsidiary bodies that in the current model is borne by a host country; this would mean an increase in the core budget in the order EUR 4 million per biennium.

37. Some savings in participation funding could be envisaged, as fewer delegates receive financial support for a subsidiary body session than for a COP/CMP session. The impact on secretariat staff costs can be considered to be neutral, as any reduction in workload due to less support of negotiation sessions being required would be offset by the enhanced demand for technical inputs arising in a process oriented more towards implementation (e.g. measurement, reporting and verification of mitigation, adaptation and finance). It could also be envisaged that additional meetings of the constituted bodies would be required to support the implementation agenda.

B. Alternating venues: host country – Germany

38. According to rule 3 of the draft rules of procedure being applied, the sessions of the COP are to take place at the seat of the secretariat unless otherwise decided.[22] To date, two sessions of the COP were convened in Bonn after no offers to host the session were received: COP 5 (1999) and the second part of COP 6 (2001). It has been proposed that the COP decide to alternate its sessions between host countries and the seat of the secretariat (Bonn). In this context, rule 22, paragraph 1, of the draft rules of procedure being applied, provides for rotation of the office of the President of the COP and the CMP among the five regional groups. Holding sessions in Bonn may thus increase the opportunity for more Parties to serve as the President, particularly for Parties that are not in a position to host a conference. Nominations for the office of President would continue to be provided by the respective regional group in accordance with the rule on rotation among groups.

39. Guidelines would be needed on the overall approach, especially with regard to whether the sessions in Bonn would be considered fixed and not open to change in the event of offers to host a session. Parties may wish to bear in mind that should there be no offers to host a session, Bonn would remain the default location. A 10-year calendar might assist in this regard by providing a plan for specifying the timeline for the hosting by each regional group of one session in a host country and one session in Bonn.

40. One major challenge associated with this approach is its budgetary implications. Currently, the core budget of the secretariat does not include funding for the organizational

[21] See FCCC/SBI/2014/11, paragraph 10.
[22] FCCC/CP/1996/2.

and logistics costs of COP/CMP sessions. For budgetary purposes, these costs have to date been fully covered by the government of the hosting Party in cases where COP/CMP sessions were not held at the seat of the secretariat. The secretariat does not have access to official figures for the costs of hosting a COP. However, unofficial information indicates that host country expenditures have been in the EUR 35–150 million range for recent COP/CMP sessions. The lowest figure in this range would mean an increase of approximately 70 per cent in the secretariat's core budget for a biennium. Alternatively, the costs of a subsidiary body session could be extrapolated to an indicative estimate of the cost of a minimalistic, non-ministerial COP/CMP session held in Bonn. Assuming a scale, and therefore a cost, two to four times that of a subsidiary body session, funding on the order of EUR 6–8 million would be required.

41. It would appear that there would be no significant impact on the requirements of the Trust Fund for Participation in the UNFCCC Process.

42. In considering holding COP/CMP sessions in Bonn, the scale of such sessions needs to be taken into account. Reducing the scale could be considered as a cost-saving measure consistent with the scenario of COP/CMP sessions held in Bonn focusing on implementation issues. The scale is affected by, inter alia, the number of bodies meeting, the agendas and decisions expected, whether a high-level segment and ministerial engagement is envisioned, and the number of side events.

43. A related issue is the capacity of the World Conference Center Bonn – the venue of sessions in Bonn. The expanded conference centre, designed principally with the sessions of the subsidiary bodies in mind, could accommodate approximately 4,000 participants. Depending on the size and format of the sessions, it may however be possible for it to accommodate smaller COP/CMP sessions, if necessary, with the addition of temporary structures.

44. The current Headquarters Agreement of the secretariat[23] provides the legal framework for convening sessions of the COP, the CMP and the subsidiary bodies at the seat of the secretariat. Therefore no adjustment or further legal framework is required. The secretariat would need to ensure all logistical arrangements are in place, bearing in mind the scale of the sessions.

C. High-level segments and ministerial engagement

45. Discussions held to date have raised the issue of resource implications related to high-level participation, and have suggested that a focused engagement of ministers should be considered, particularly during sessions where a need for political leadership is anticipated. Parties may wish to give further consideration to alternative modes of ministerial engagement during a high-level segment, including those presented previously for discussion.[24]

46. Further to the discussion in paragraphs 33–44 above on the subject of convening COP/CMP sessions every other year, and on alternating COP/CMP sessions in host countries and at the seat of the secretariat, Parties may wish to consider whether high-level involvement would be necessary should the scale of a COP/CMP session be reduced or focused on issues related to implementation.

[23] <http://unfccc.int/resource/docs/cop2/misc01.pdf>.

[24] FCCC/SBI/2014/11, paragraphs 17–21.

D. Adjusting the timing of the election of the President

47. SBI 41 requested further information on and analysis of the options for adjusting the timing of the election of the President, including on the rotation of the Presidencies, when sessions alternate between a host country and the seat of the secretariat, for consideration at this session.[25]

48. The procedures for the election of the President and of other members of the Bureau of the COP and CMP are contained in rule 22 of the draft rules of procedure being applied. Should Parties wish to adjust the timing of the election, a decision by the COP would be required to amend draft rule 22. Such a decision could, inter alia, amend the rules to provide for the election to be held at the closure of the session. As previously noted, transitional measures during the implementation of an adjusted approach would need to be adopted by the COP.[26]

[25] FCCC/SBI/2014/21, paragraph 130.
[26] See FCCC/SBI/2014/12, paragraphs 20 and 21.

Annex I

Possible elements of the provisional agenda for the twenty-first session of the Conference of the Parties

(a) Opening of the session.

(b) Organizational matters:

(i) Election of the President of the Conference of the Parties at its twenty-first session;

(ii) Adoption of the rules of procedure;

(iii) Adoption of the agenda;

(iv) Election of officers other than the President;

(v) Admission of organizations as observers;

(vi) Organization of work, including the sessions of the subsidiary bodies;

(vii) Dates and venues of future sessions;

(viii) Adoption of the report on credentials.

(c) Reports of the subsidiary bodies:

(i) Report of the Subsidiary Body for Scientific and Technological Advice;[1]

(ii) Report of the Subsidiary Body for Implementation.[2]

(d) Durban Platform for Enhanced Action (decision 1/CP.17):

(i) Report of the Ad Hoc Working Group on the Durban Platform for Enhanced Action;[3]

(ii) Adoption of a protocol, another legal instrument, or an agreed outcome with legal force under the Convention applicable to all Parties.

(e) Consideration of proposals by Parties under Article 17 of the Convention.

(f) Consideration of proposals by Parties for amendments to the Convention under Article 15:

(i) Proposal from the Russian Federation to amend Article 4, paragraph 2(f), of the Convention;

(ii) Proposal from Papua New Guinea and Mexico to amend Articles 7 and 18 of the Convention.

(g) Report of the Adaptation Committee.

(h) Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts.

(i) Development and transfer of technologies and implementation of the Technology Mechanism:

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[1] Annotations to the provisional agenda of the twenty-first session of the Conference of the Parties (COP) under this sub-item will indicate recommendations for draft decisions and conclusions arising from the work of the Subsidiary Body for Scientific and Technological Advice in 2015 for consideration at COP 21.

[2] Annotations to the provisional agenda of COP 21 under this sub-item will indicate recommendations for draft decisions and conclusions arising from the work of the Subsidiary Body for Implementation in 2015 for consideration at COP 21.

[3] Annotations to the provisional agenda of COP 21 under this sub-item will reflect the status of work under the Ad Hoc Working Group on the Durban Platform for Enhanced Action.

(i) Joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network;

(ii) Linkages between the Technology Mechanism and the Financial Mechanism of the Convention.

(j) The 2013–2015 review.

(k) Second review of the adequacy of Article 4, paragraph 2(a) and (b), of the Convention.[4]

(l) Matters relating to finance:

(i) Long-term climate finance;

(ii) Report of the Standing Committee on Finance;

(iii) Report of the Green Climate Fund to the Conference of the Parties and guidance to the Green Climate Fund;

(iv) Report of the Global Environment Facility to the Conference of the Parties and guidance to the Global Environment Facility.

(m) Reporting from and review of Parties included in Annex I to the Convention.

(n) Reporting from Parties not included in Annex I to the Convention.

(o) Capacity-building under the Convention.

(p) Implementation of Article 4, paragraphs 8 and 9, of the Convention:

(i) Implementation of the Buenos Aires programme of work on adaptation and response measures (decision 1/CP.10);

(ii) Matters relating to the least developed countries.

(q) Gender and climate change.

(r) Other matters referred to the Conference of the Parties by the subsidiary bodies.

(s) Administrative, financial and institutional matters:

(i) Audit report and financial statements for 2014;

(ii) Budget performance for the biennium 2014–2015;

(iii) Programme budget for the biennium 2016–2017;

(iv) Decision-making in the UNFCCC process.

(t) High-level segment:

(i) Statements by Parties;

[4] Parties may recall that at COP 4 it "proved impossible to reach any agreed conclusions or decisions" on this matter (FCCC/CP/1998/16, para. 64). The item was therefore included on the provisional agenda for COP 5 in accordance with rules 10(c) and 16 of the draft rules of procedure being applied. COP 5 could not reach a conclusion on this matter (FCCC/CP/1999/6, para. 18) and, following rules 10(c) and 16 of the draft rules of procedure being applied, the item was included on the provisional agendas for COP 6 to COP 12, with a footnote reflecting a proposal made by the Group of 77 and China to amend the item to read "Review of the adequacy of implementation of Article 4, paragraph 2(a) and (b), of the Convention". On a proposal by the President, and on the basis of the recommendation made by the SBI, it was decided at COP 14 to defer consideration of this item to COP 16 (FCCC/CP/2008/7, para. 10). Based on a proposal by the President, COP 16 deferred its consideration of this item, pursuant to rule 13 of the draft rules of procedure being applied, to COP 17. This item was held in abeyance at COP 17, 18, 19 and 20. In accordance with rule 16 of the draft rules of procedure being applied, it will be considered at COP 21.

(ii) Statements by observer organizations.

(u) Other matters.

(v) Conclusion of the session:

(i) Adoption of the report of the Conference of the Parties on its twenty-first session;

(ii) Closure of the session.

Annex II

Possible elements of the provisional agenda for the eleventh session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

(a) Opening of the session.

(b) Organizational matters:

(i) Adoption of the agenda;

(ii) Election of replacement officers;

(iii) Organization of work, including the sessions of the subsidiary bodies;

(iv) Approval of the report on credentials;

(v) Status of ratification of the Doha Amendment to the Kyoto Protocol.

(c) Reports of the subsidiary bodies:

(i) Report of the Subsidiary Body for Scientific and Technological Advice;[1]

(ii) Report of the Subsidiary Body for Implementation.[2]

(d) Issues relating to the clean development mechanism.

(e) Issues relating to joint implementation.

(f) Report of the Compliance Committee.

(g) Report of the Adaptation Fund Board.

(h) Report on the high-level ministerial round table on increased ambition of Kyoto Protocol commitments.

(i) Reporting from and review of Parties included in Annex I:[3]

(i) National communications;

(ii) Annual compilation and accounting report for Annex B Parties under the Kyoto Protocol.

(j) Clarification of the text in section G (Article 3, paragraph 7 ter) of the Doha Amendment to the Kyoto Protocol, in particular the information to be used to determine the "average annual emissions for the first three years of the preceding commitment period".

(k) Capacity-building under the Kyoto Protocol.

(l) Matters relating to:

(i) Article 2, paragraph 3, of the Kyoto Protocol;

(ii) Article 3, paragraph 14, of the Kyoto Protocol.

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[1] Annotations to the provisional agenda of the eleventh session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) under this sub-item indicate recommendations for draft decisions and conclusions arising from the work of the Subsidiary Body for Scientific and Technological Advice in 2015 for consideration at CMP 11.

[2] Annotations to the provisional agenda of CMP 11 under this sub-item indicate recommendations for draft decisions and conclusions arising from the work of the Subsidiary Body for Implementation in 2015 for consideration at CMP 11.

[3] The term "Party included in Annex I" is defined in Article 1, paragraph 7, of the Kyoto Protocol.

(m) Other matters referred to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol by the subsidiary bodies.

(n) Administrative, financial and institutional matters:

(i) Audit report and financial statements for 2014;

(ii) Budget performance for the biennium 2014–2015;

(iii) Programme budget for the biennium 2016–2017.

(o) High-level segment:

(i) Statements by Parties;

(ii) Statements by observer organizations.

(p) Other matters.

(q) Conclusion of the session:

(i) Adoption of the report of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol on its eleventh session;

(ii) Closure of the session.

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Item 15(b) of the provisional agenda
Administrative, financial and institutional matters
Programme budget for the biennium 2016–2017

Proposed programme budget for the biennium 2016–2017

Note by the Executive Secretary

Summary

This document contains the programme budget for the biennium 2016–2017 proposed by the Executive Secretary for consideration by the Subsidiary Body for Implementation at its forty-second session, adoption by the Conference of the Parties at its twenty-first session and endorsement by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol at its eleventh session. It should be considered in conjunction with the three addenda to this document, which provide details on the work programme of the secretariat and the corresponding resource requirements, a list of activities to be funded from supplementary sources, and the budget of the international transaction log, respectively.

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I. Introduction

A. Mandate

1. The Conference of the Parties (COP), by decision 22/CP.20, requested the Executive Secretary to submit, for consideration by the Subsidiary Body for Implementation (SBI) at its forty-second session, a proposed programme budget for the biennium 2016–2017 and, should this prove necessary in the light of decisions taken by the United Nations General Assembly at its seventieth session, to prepare a contingency for funding conference services.

2. In the same decision, the COP requested SBI 42 to recommend a programme budget for adoption at COP 21 and the eleventh session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP).

B. Scope of the note

3. This document contains the proposed programme budget for the biennium 2016–2017. In addition to specifying the human and financial resources required to implement the work programme of the secretariat, this document outlines the overall approach of the Executive Secretary to framing the programme budget proposal and seeks to give Parties a comprehensive overview of all activities financed from different sources, including information on contingencies for conference services. The proposed work programme of the secretariat is presented in document FCCC/SBI/2015/3/Add.1, the activities for which supplementary funding is sought in document FCCC/SBI/2015/3/Add.2, and the resource requirements for the Trust Fund for the International Transaction Log in document FCCC/SBI/2015/3/Add.3. These documents are complemented by the clean development mechanism (CDM) management plan[1] and the joint implementation (JI) management plan.[2]

C. Possible action by the Subsidiary Body for Implementation

4. The SBI is expected:

(a) To recommend a programme budget and agree on a draft decision for adoption at COP 21 and CMP 11, including on possible contingency provisions for conference services;

(b) To recommend a budget for the international transaction log and agree on a draft decision for adoption at CMP 11.

5. In addition, the SBI is invited:

(a) To take note of the financing arrangements for the CDM and JI;

(b) To take note of the requirements for voluntary contributions to the Trust Fund for Supplementary Activities and the Trust Fund for Participation in the UNFCCC Process.

[1] Available at <http://cdm.unfccc.int/EB/index.html>.
[2] Available at <http://ji.unfccc.int/Ref/Docs.html>.

II. Approach of the Executive Secretary to framing the programme budget proposal

A. Goals for the biennium 2016–2017

6. In presenting this programme budget for consideration by Parties, the Executive Secretary has been guided by the following three goals:

(a) Continuing to deliver on the increasingly ambitious implementation agenda set by Parties;

(b) Recognizing the growing importance of adaptation under the Convention and as a long-term budgetary reality;

(c) Making the secretariat fit for the future by strengthening essential functions that have been neglected in the past.

B. The budgetary implications of a new, universal agreement will need to be considered upon its adoption

7. The secretariat regularly informs the bodies established under the Convention and its Kyoto Protocol of the budgetary implications of decisions and conclusions being considered for adoption. However, it cannot predict the final outcome of Parties' deliberations, in particular when it comes to highly complex decisions, such as those on a new, universal agreement planned for adoption at the United Nations Climate Change Conference to be held in December 2015 in Paris, France. This budget proposal therefore does not include any additional resources that may be required by the secretariat for the implementation of the planned agreement and other decisions that may be adopted at the Paris Conference.

8. This budget proposal assumes that a meaningful outcome of the Paris Conference will consist of decisions that will not replace existing mandates, but will build on some of them while establishing new ones. A new budget proposal may need to be considered in 2016 to ensure that additional resource requirements resulting from the Paris Conference are appropriately covered. The proposal would be recommended for consideration at SBI 44 in order to accommodate any significant additional requests made to the secretariat.

III. Structure of the proposed programme budget

9. The work of the secretariat in support of the implementation of the Convention and its Kyoto Protocol is funded from six trust funds:

(a) The Trust Fund for the Core Budget of the UNFCCC;

(b) The Trust Fund for Participation in the UNFCCC Process, which funds the travel of delegates from eligible Parties to participate in sessions;

(c) The Trust Fund for Supplementary Activities, which finances mandated activities not funded by the core budget;

(d) The Trust Fund for the Special Annual Contribution from the Government of Germany (the Bonn Fund), which is used to finance the logistical and support arrangements for events taking place in Germany, including workshops and sessions of the subsidiary bodies;

(e) The Trust Fund for the Clean Development Mechanism, which finances the activities of the CDM from fees and shares of proceeds;

(f) The Trust Fund for the International Transaction Log, which finances the activities of the international transaction log from fees paid by user Parties only.

10. The core budget is approved by decisions of the COP and the CMP and is funded through indicative contributions from all Parties. The level of income and expenditure under the other five trust funds is determined by the amount of voluntary contributions and/or the amount of fees received. A summary of the proposed or estimated resources for all trust funds is provided in the annex to document FCCC/SBI/2015/3/Add.1.

11. The ratio of contributions towards core budget requirements under the Kyoto Protocol and under the Convention is presented in chapter VII below.

12. The Executive Secretary has maintained that essential activities should be funded from the core budget. However, in order to limit increases in the core budget, it is necessary, and traditional, that some activities be funded in part from voluntary contributions wherever expected income is predictable and sufficient to sustain such activities. For example, on the basis of decision 12/CP.11, three meetings each of the Adaptation Committee, the Technology Executive Committee, the Standing Committee on Finance, the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE),[3] the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts and the Least Developed Countries Expert Group (LEG) will be funded from the core budget in the biennium 2016–2017, while voluntary contributions will finance any additional meetings. With regard to the Compliance Committee, four plenary meetings and nine branch meetings are planned for the next biennium. Half of those meetings will be funded from the core budget, while voluntary contributions to the Trust Fund for Supplementary Activities will be sought to finance the remaining meetings. Although voluntary contributions for projects play an important role in service delivery, it must be noted that they do not provide sufficient guarantee of the effective delivery of results. Activities funded through voluntary contributions will only be undertaken should sufficient funding be received from Parties.

13. In accordance with the principle set out in the financial procedures (decision 15/CP.1) that the core budget shall not subsidize activities funded from supplementary sources,[4] the costs of support services, which include per capita costs for information services such as data communication, equipment and software, and secretariat-wide costs for telephone and fax communication, training and common premises, have been budgeted, to the extent possible, under the respective source of funding. In this budget proposal, therefore, support services have been factored into the requirements for supplementary funds for the respective activity.

IV. Additional requirements

14. This chapter provides information on resource requirements in the biennium 2016–2017 for which provisions were not made in the approved budget for the biennium 2014–2015. Some requirements will increase in the upcoming biennium, including those for supporting the evolving regime for measurement, reporting and verification (MRV). Other requirements are currently being met through voluntary contributions from a small number

[3] Pending the decision of the COP to extend the mandate of the CGE.

[4] Decision 15/CP.1, annex I, paragraph 17.

of Parties. Finally, there are areas of secretariat work that have been neglected for a long time owing to the prioritization of substantive matters. Areas that were neglected include work in support of the participation of observers in the intergovernmental process as well as necessary investments in the modernization of the secretariat's ageing infrastructure for information, communication and knowledge management. The secretariat is 20 years old now and needs to invest more in the systems and processes needed by a mature institution.

A. Measurement, reporting and verification: a follow-up from the 2014–2015 budget decision

15. The MRV regime established by the Cancun Agreements[5] significantly enhances the transparency of action to implement the Convention. It includes detailed provisions on data on greenhouse gas emissions, mitigation action and finance, technology and capacity-building needs and support. The regime entered a crucial phase in the biennium 2014–2015 with the mandated submission and review of the first set of biennial reports from developed country Parties and the mandated submission and technical analysis of the first set of biennial update reports from developing country Parties. A total of 15 new posts were approved in the context of the UNFCCC core budget for the biennium 2014–2015 with a view to covering the resource needs of the MRV regime. Thanks to the enhanced resources available in 2014, the first round of multilateral assessments for developed country Parties was successfully conducted during COP 20. The financial resources associated with the 15 new posts were used for staggered recruitment to respond to the growing workload during the biennium. Five posts were budgeted for 21 months of the 24 month period, and the remaining posts were budgeted for 18, 15 or 12 months. All posts were, or are about to be, filled in the 2014–2015 period and will need to remain filled throughout the 2016–2017 biennium. A budgetary provision to cover the full costs of the previously approved posts is therefore included in this budget.

B. Adaptation

16. Additional core resources are required in the secretariat's Adaptation programme for work in support of:

(a) The Warsaw International Mechanism and its Executive Committee;

(b) National adaptation plans and policy;

(c) The Adaptation Committee.

17. Since the establishment of the Warsaw International Mechanism and its Executive Committee in 2013, the scope and complexity of related support activities have grown rapidly. Currently, the work on loss and damage is a crucial and politically complex item on the agendas of the COP and its subsidiary bodies. An increased level of technical expertise and understanding on linkages among a wide range of issues is needed to effectively support the work on this issue, which includes navigating the complex positions of the different constituencies engaged in the discourse and effectively supporting the underlying technical efforts towards comprehensive climate risk management. Negotiations on loss and damage, which started in earnest at COP 16, have been progressively intensifying, and the rise in complexity of support of this item is expected to continue in the future. Moreover, the implementation of the initial two-year workplan of the Executive

[5] Decision 1/CP.16.

Committee significantly increases the level of substantive support to be provided by the secretariat to deliver the technically challenging portfolio of activities.

18. The scope of work on adaptation planning and policies has also grown rapidly with the establishment of the process to formulate and implement national adaptation plans (NAPs). The Adaptation programme supports the work of the LEG, whose work has expanded in scope and volume over the years. The LEG continues to support the least developed countries (LDCs) on national adaptation programmes of action, including on their implementation. As of 2010, the LEG was further mandated to provide guidance and support to the LDCs on NAPs, including on developing technical guidelines for NAPs. The technical guidelines developed by the LEG for LDCs are also being applied in non-LDC developing countries.

19. The volume of work has increased rapidly to support LDC readiness to formulate NAPs and to access funding. From 2015 onward, with the formulation of a sufficient number of NAPs, these efforts will become increasingly technical and strategic, covering all the elements of adaptation planning in addition to supporting increasingly complex negotiations on the NAP process.

20. The Adaptation programme also supports the Adaptation Committee and its task force on NAPs in relation to the evolution of work on the NAP process in developing countries. The Adaptation Committee enjoys growing recognition by Parties and observers as the principal UNFCCC body for authoritative advice and guidance on adaptation, as an interface between the intergovernmental process on the one side and expertise and action outside the Convention on the other, and as a catalyst of coherence in the implementation of adaptation. Therefore, the Adaptation Committee requires adequate support, particularly in the light of the advancing implementation of its work programme and the increasing size and complexity of its deliverables. The workload of the secretariat in support of the Adaptation Committee increased drastically in 2013 and 2014 as it has become common practice for the Committee to request more than 15 substantive background documents to be prepared for each of its meetings. The secretariat makes arrangements for at least two annual meetings of the Committee, and organizes workshops and expert meetings intersessionally and back to back with the regular meetings of the Committee. This involves significant substantive and logistical preparations and resources.

C. Stakeholder engagement

21. Observer engagement is a crucial and integral part of the UNFCCC process. It gives organizations with limited speaking rights in the formal negotiations a voice and allows Parties to benefit from the views, findings and expertise offered by observer organizations. Side events and exhibits are the main platform for the interaction between observers and Parties; they are in such high demand that the number of applications per year has soared in recent years.

22. While this increase in the number of applications is a welcome development, it demands additional support from the secretariat. SBI 40 recognized that side events and exhibits are an essential part of the UNFCCC process and an important tool for engaging observers in knowledge-sharing, networking and the exploring of actionable options for meeting the climate challenge. Parties recognized the need for financial support of the important work related to these activities, expressed concern about the cost recovery proposal made by the Executive Secretary at SBI 40, and requested the cost to be reflected in the core budget.

D. Communication and outreach

23. An important role of the secretariat is providing authoritative, relevant and timely information regarding the UNFCCC process to Parties, observer organizations, the public and non-state actors. In the biennium 2016–2017 the secretariat will need to enhance this role to inform all stakeholder groups about action on climate change and the UNFCCC process until and beyond 2020. It will need to strengthen its capacity to support new online systems for monitoring climate action and will need to provide easier access to targeted, specific information through improved visualization of data and information. Broader content that directly impacts, encourages and catalyses action and implementation of existing agreements while raising pre-2020 ambition will need to be provided on the UNFCCC websites for outreach.

E. Information and communication technology

24. The amount and criticality of systems requested by Parties to support the intergovernmental process and implementation of the Convention has risen exponentially over the past few years and is expected to rise again after the Paris Conference. Timely and effective delivery and operation of these systems requires dependable high-performing information and communication technology (ICT) services.

25. In line with the goal to allow the secretariat to respond to Parties' expectations the secretariat is committed to putting its ICT support arrangements on a more sustainable path. This will be done through a more strategic approach to ICT delivery and a number of system overhauls in the areas of communications, collaboration and information security. To put ICT on a more sustainable footing, ICT financing will be progressively realigned in accordance with United Nations principles.

26. In addition the secretariat will bring the delivery of ICT services in the organization in line with best practices, in particular in terms of developing staff skills required to effectively meet the requirements for mandated work and the sourcing of ICT services. With regard to the latter, the secretariat will implement a sourcing model that will be more flexible and cost-effective.

F. Knowledge management

27. Knowledge management in support of the intergovernmental process is an asset that is essential for the success of negotiations, expert meetings and other activities undertaken by Parties and other stakeholders under the Convention and its Kyoto Protocol. The knowledge built up over the years is distributed throughout the secretariat and external stakeholders. Without effective management, however, this knowledge cannot be shared with Parties as and when requested and there is a risk that it could get ineffective and partially lost.

28. With a constant budgetary focus on meeting the immediate needs of the intergovernmental process and implementing specific mandates, the secretariat has not been in a position to sufficiently modernize its knowledge and collaboration architecture and to make good use of twenty-first century technology and knowledge management approaches. Strengthening the secretariat's collaborative work practices and enhancing internal and external knowledge-sharing has become urgent as the amount of information generated and shared with Parties continues to increase.

V. Absorbing higher workloads within tightening budgets

29. The secretariat's core budgets for the biennia 2012–2013 and 2014–2015 each included an extraordinary efficiency dividend of 3 per cent. During this period the secretariat enhanced its efforts to reduce costs and improve the efficiency of its operations. The efforts were challenging but the secretariat fully implemented its biennial work programmes with reduced budgets. At the same time, the workload of the secretariat has continued to increase in line with the exponentially increasing implementation agenda adopted in the intergovernmental process. This increase was not fully reflected in recent biennial budgets and a significant part had to be absorbed with the existing resources.

30. In the biennium 2016–2017, the workload of all secretariat programmes is anticipated to significantly increase while the proposed budget only includes provisions for a targeted strengthening in a few areas of work. In all other areas, the increasing workload under existing mandates is expected to be absorbed with the existing resources in the absence of an additional efficiency dividend.

VI. Proposed programme budget

A. Measurement, reporting and verification: full costing of approved posts

31. The approved budget for the biennium 2014–2015 included provisions for 15 new posts for supporting the MRV regime. As the approved budget covered only between 12 and 21 months of salaries, the budget for the biennium 2016–2017 requires that these posts be fully costed; the corresponding amount is EUR 0.86 million.

B. Adaptation

32. In the light of the growing work programme relating to adaptation and loss and damage, it is proposed to strengthen support for adaptation by establishing three core posts in the Adaptation programme, including one post of a Manager at the P-5 level to manage support for the Warsaw International Mechanism and its Executive Committee as well as for the Nairobi work programme on impacts, vulnerability and adaptation to climate change, one P-4 post to support the NAP process and one General Service post to enhance the support to the Adaptation Committee.

33. In order to deliver the expected results agreed by the Executive Committee for the implementation of its initial workplan, an additional skill set, at a higher level and with strong technical grounding in risk management, is required to provide strong leadership and strategic thinking. A manager at the P-5 level will provide guidance in line with the standard level of support for constituted bodies in the secretariat. The manager will also oversee the work under the Nairobi work programme, which is in the process of optimizing its knowledge support architecture to adapt to the evolving adaptation regime catalysed by the Cancun Adaptation Framework.

34. The volume of work has increased rapidly in order to support LDCs in building readiness for the NAP process and accessing funding. From 2015 onward, with the formulation of a sufficient number of NAPs, these efforts will become increasingly technical and strategic, covering all the elements of adaptation planning in addition to supporting increasingly complex negotiations on NAPs. In this context, support to the work of the LEG and the provision of support to all developing countries is best managed by a P-4 team leader.

35. The Adaptation Committee meets (at least) twice a year, in accordance with decision 2/CP.17. In addition, there is a number of workshops and expert meetings planned intersessionally and back to back with the regular meetings of the Adaptation Committee. This involves significant substantive and logistical preparations. The General Service staff in the proposed new posts will provide support to the programme officers and chairs by preparing documentation for meetings and/or sessions.

36. In addition, non-staff-related funds out of the core budget are required for three meetings of the Executive Committee per biennium, in line with the general budgetary practice on constituted bodies established under the Convention. This will require an increase in financial resources amounting to EUR 0.18 million.

C. Stakeholder engagement

37. It is proposed to enhance the secretariat's capacity to implement side events and exhibits at all sessions, to implement various modes of observer engagement during and between UNFCCC sessions and to facilitate the admission of new observers. More specifically, the Observer Organization Liaison unit in the Conference Affairs Services programme would be strengthened through the establishment of the post of Associate Observer Organizations Liaison Officer at the P-2 level and one General Service post (Liaison Assistant).

38. The functions of the Associate Observer Organizations Liaison Officer would include promoting virtual participation of stakeholders, assessing the eligibility of applicants for admission as observers, coordinating in-session activities such as side events, exhibits and media stunts and enhancing web communication on the modes of observer engagement.

39. The functions of the Liaison Assistant would include assisting in the coordination of side events and exhibits, assisting in the management of the Climate Change Studio at conferences and providing secretarial and administrative support to the unit.

D. Information and communication technology

40. In the past, the focus of ICT budgeting has been on the delivery of mandated activities. This lead to the neglect of core functions, resulting in insufficient management oversight. One of the core functions that has become a priority is the capability to address the growing risk of information technology (IT) security threats. The further safeguarding of UNFCCC systems, networks and communication is therefore proposed to strengthen the secretariat's position with regard to IT security challenges by establishing the Information Systems Officer (Security) post at the P-4 level located in the IT Management and Monitoring sub-programme of the Information Technology Services programme. The function would be designed to strengthen the effective implementation of risk management in the Information Technology Services programme and would play a key role in the implementation of an IT security structure across the secretariat, ensuring more consistent and reliable standards and practices relating to IT security and information technologies and processes based on best practices.

41. As the secretariat has had to expand its ability to deliver systems and solutions by outsourcing services more efficiently, an ICT management position at the P-4 level is proposed to be established. It would be located in the office of Management and Coordination of the Information Technology Services programme. The establishment of this post would strengthen the governance and implementation of ICT sourcing management in line with the new sourcing strategy for ICT requirements within the

secretariat, ensuring a more consistent, cost-effective and reliable delivery of services through varied sourcing approaches.

42. In addition, non-staff-related funds are required for the overhaul and implementation of systems in the areas of communications, collaboration and security. The expanding use of collaboration platforms for workflows and communications within the secretariat as well as those involving external stakeholders needs continued attention, as does the security posture of all the business-critical and communication systems. Additional resources amounting to a total of EUR 0.50 million for the biennium would be required to partially cover the costs of this work.

E. Communication and outreach

43. The quantity and quality of online communication has drastically increased in the past two years, with a positive and measurable impact on public and stakeholder perception of the value of the bodies, tools and mechanisms under the Convention. Work in this area will play a crucial role in both consolidating and advancing the objectives of the Convention in the regime in place after the Paris Conference. Therefore, it is proposed to establish a Digital Communications Officer/Web Manager post at the P-3 level in the Communications and Outreach programme to fill a professional skills gap related to cross-programme work on creating digital strategies and tools in order to ensure the transparency of climate action and provide easy access to data and information. The continued work on a better design of information systems for nationally appropriate mitigation actions, intended nationally determined contributions and NAPs will without question require an increasingly dedicated web response that is not covered by standard communications or IT skill sets. This function would manage web projects throughout the secretariat with oversight of analysis, development and support services, and it would be responsible for planning, executing and monitoring projects to ensure consistency and coherence in the secretariat's web activities while modernizing with twenty-first century technologies and platforms that exploit, and benefit from, the huge surge in digital and web-based communication.

44. In addition, non-staff-related funds are required for web system enhancements to respond to the new communication challenges and opportunities resulting from a greater variety of stakeholders, changing demographics and a greater diversity and size of audiences. This would require an increase in financial resources amounting to EUR 0.25 million.

F. Knowledge management

45. It is proposed to establish the post of Information Governance Officer at the P-3 level in the Communications and Outreach programme to providing knowledge management related support. The function would include the development and maintenance of a framework for information and data generated by both internal sources and UNFCCC stakeholders, as well as the development and updating of appropriate policies and standards for data quality, taxonomy, metadata, records management, information risk and compliance. The Information Governance Officer will play a key role in the secretariat-wide efforts to ensure the continued availability and maintenance of data and information and to enhance the user friendliness of web-facing systems, including the UNFCCC website and extranet-based reporting sites. The officer would lead work on ensuring that website and extranet content can be easily retrieved, analyzed, and reorganized and would contribute to the development and implementation of strategies for the UNFCCC website, extranet sites and tools, and the internal information architecture.

G. Secretariat-wide staffing funded from the core budget

46. Table 1 presents the 2016 and 2017 posts by grade. The establishment of the new posts outlined in paragraphs 32–45 above would result in a net increase of nine posts compared with 2015.

Table 1
Secretariat-wide staffing funded from the core budget

	2015	*2016*	*2017*
Professional category and above[a]			
ASG	1	1	1
D-2	3	3	3
D-1	7	7	7
P-5	15	16	16
P-4	35	38	38
P-3	43	45	45
P-2	16	17	17
Subtotal Professional category and above	**120**	**127**	**127**
Subtotal General Service category	**53.5**	**55.5**	**55.5**
Total	**173.5**	**182.5**	**182.5**

[a] Assistant Secretary-General (ASG), Director (D) and Professional (P).

H. Proposed core budget by object of expenditure

47. Details of the proposed 2016–2017 core budget by object of expenditure are shown in table 2.

Table 2
Proposed core budget by object of expenditure

Object of expenditure	*2014–2015 (EUR)*	*2016–2017 (EUR)*	*Variance (%)*
Staff costs	37 007 566	40 535 620	9.5
Consultants	2 003 718	1 697 786	–15.3
Travel of staff	1 489 500	1 436 256	–3.6
Experts and expert groups	2 140 874	2 827 118	32.1
General operating expenses	3 921 475	3 523 317	–10.2
Supplies and materials	367 578	367 520	0.0
Acquisition of furniture and equipment	542 153	772 404	42.5
Training	305 058	392 222	28.6
Contributions to common services	1 188 767	1 195 840	0.6
Grants and contributions (IPCC)[a]	489 510	489 510	0.0
Total core programme budget	**49 456 199**	**53 237 593**	**7.6**
Less: extraordinary efficiency dividend	1 355 094	-	–100.0
Revised programme expenditures	**48 101 105**	**53 237 593**	**10.7**

Object of expenditure	*2014–2015 (EUR)*	*2016–2017 (EUR)*	*Variance (%)*
Programme support costs	6 253 148	6 920 887	10.7
Adjustment to working capital reserve[b]	294 231	189 376	–35.6
Grand total	**54 648 484**	**60 347 856**	**10.43**

[a] Intergovernmental Panel on Climate Change.

[b] In accordance with the financial procedures (decision 15/CP.1, annex I, para. 14), the working capital reserve will increase to EUR 2,501,068 by 2017.

48. The principal component of the core budget is staff costs. For the 2016–2017 biennium, staff costs represent approximately 76 per cent of the proposed total core programme budget. Other major components include general operating expenses (7 per cent) and experts and expert groups (5 per cent).

49. The 2016–2017 budget proposal reflects a 10.4 per cent increase compared with 2014–2015. The overall increase is due primarily to the following: (a) covering the MRV-related requirements for the full biennium and not just for a part of it, as is the case in the current biennium; (b) adjustments in the standard costs of staff on the basis of actual costs;[6] and (c) the targeted strengthening of specific functions.

50. For the 2016–2017 biennium, total staff costs are proposed to increase by 9.5 per cent compared with 2014–2015. The increase in staff costs of EUR 3.5 million is attributable to the following: (a) full funding of all MRV-related posts established under the approved budget for 2014–2015; (b) adjustments in the standard costs of staff; and (c) the proposed establishment of nine new posts.

51. The budget proposal for non-staff costs amounts to EUR 12.7 million in the 2016–2017 biennium – an overall increase of approximately EUR 0.63 million compared with the current biennium. The rise reflects the increased requirements for experts under the MRV regime and costs related to the work of the Executive Committee of the Warsaw International Mechanism. The total of all other non-staff costs is slightly lower.

I. Proposed core budget by programme

52. Table 3 summarizes the proposed core budget by programme for 2016 and 2017 and the expected sources of income.

Table 3
Proposed core budget for 2016–2017 by programme

	2016 (EUR)	*2017 (EUR)*	*Total (EUR)*
A. Programme appropriations			
Executive Direction and Management	2 250 862	2 210 862	4 461 724
Mitigation, Data and Analysis	8 008 034	8 008 034	16 016 068
Finance, Technology and Capacity-Building	2 787 260	2 745 127	5 532 387
Adaptation	2 842 252	2 678 792	5 521 044
Sustainable Development Mechanisms	551 290	551 290	1 102 580
Legal Affairs	1 324 825	1 324 825	2 649 650
Conference Affairs Services	1 846 477	1 863 452	3 709 929
Communications and Outreach	1 935 697	1 935 697	3 871 394

[6] See table 9.

	2016 (EUR)	2017 (EUR)	Total (EUR)
Information Technology Services	3 457 590	3 348 551	6 806 141
Administrative Services[a]			
B. Secretariat-wide operating costs[b]	1 569 838	1 996 838	3 566 676
Programme expenditures (A + B)	**26 574 125**	**26 663 468**	**53 237 593**
C. Programme support costs (overheads)[c]	3 454 636	3 466 251	6 920 887
D. Adjustment to working capital reserve[d]	180 996	8 380	189 376
Total (A + B + C + D)	**30 209 757**	**30 138 099**	**60 347 856**
Income			
Contribution from the Host Government	766 938	766 938	1 533 876
Indicative contributions	**29 442 819**	**29 371 161**	**58 813 980**
Total income	**30 209 757**	**30 138 099**	**60 347 856**

[a] Funded from programme support costs (overheads).
[b] Secretariat-wide operating costs are managed by the Administrative Services programme.
[c] Standard 13 per cent applied for administrative support. See chapter XI below.
[d] In accordance with the financial procedures (decision 15/CP.1), the core budget is required to maintain a working capital reserve of 8.3 per cent (one month of operating requirements).

VII. Ratio of contributions towards core budget requirements under the Kyoto Protocol and under the Convention

53. The fact that not all Parties to the Convention are also Parties to the Kyoto Protocol necessitates some differentiation in the contribution regime. With regard to the ratio of contributions towards core budget requirements under the Kyoto Protocol and under the Convention, the ratio in 2016–2017 will be kept at 71.2 per cent for the Convention and at 28.8 per cent for the Kyoto Protocol as approved in decisions 27/CP.19 and 10/CMP.9, respectively.

VIII. Trust Fund for Supplementary Activities

54. Preliminary indications of resource requirements for supplementary activities in the biennium 2016–2017 are provided in document FCCC/SBI/2015/3/Add.2. The information provided therein should enable Parties to identify the resources required to fund extrabudgetary activities for the biennium. It is expected that the outcome of the deliberations on the programme budget, as well as of other deliberations at the sessions of the bodies established under the Convention and its Kyoto Protocol in 2015 and 2016, will affect the requirements for resources from the Trust Fund for Supplementary Activities in the biennium 2016–2017.

IX. Trust Fund for Participation in the UNFCCC Process

55. The Trust Fund for Participation in the UNFCCC Process is funded from voluntary contributions. Table 4 provides the estimated requirements for resources from this fund for the biennium 2016–2017 for a range of sessional options. The overall level of resource requirements is dependent on the number, length and location of sessions and pre-sessional and preparatory meetings, as well as on the number of delegates from each eligible Party who are supported to ensure as wide a representation as possible.

Table 4
Resource requirements for the Trust Fund for Participation in the UNFCCC Process

Number of delegates	*Estimated cost (EUR)*
Support for one delegate from each eligible Party to participate in a one-week session organized in Bonn, Germany[a]	615 000
Support for one delegate from each eligible Party to participate in a two-week session organized in Bonn[a]	960 000
Support for one delegate from each eligible Party plus a second delegate from each least developed country and each small island developing State to participate in a two-week session organized in Bonn[a]	1 485 000
Support for two delegates from each eligible Party to participate in a two-week session organized in Paris, France[a]	2 350 000
Support for two delegates from each eligible Party plus a delegate from each least developed country and each small island developing State to participate in a two-week session organized in Paris[a]	3 000 000

[a] Locations provided as examples.

X. Bonn Fund

56. The Host Government makes an annual contribution of EUR 1,789,522 to the Trust Fund for the Special Annual Contribution from the Government of Germany (otherwise known as the Bonn Fund). The Bonn Fund was established to finance events held in Germany. Expenditures are determined every year through a bilateral arrangement between the Government of Germany and the secretariat.

57. The activities to be funded and the associated costs are presented in table 5 for information purposes only.

Table 5
Bonn Fund

	2016–2017 (EUR)
Income	3 579 044
Expenditure	
Conference support for staff and facilities	2 803 816
Conference information support for staff, computers and networking	363 480
Programme support costs	411 748
Total expenditure	**3 579 044**

XI. Overhead charge and its use

58. In accordance with the financial procedures (decision 15/CP.1), the budget includes a 13 per cent provision to cover administrative overhead costs. As indicated in annex I to document FCCC/SBI/2015/3/Add.1, administrative services of the secretariat are funded from the overheads payable on all UNFCCC trust funds. Through its Administrative Services programme, the secretariat has taken full responsibility for the preparation of its operational budget and related allotments, the procurement of goods and services, the arrangements for the travel of staff and participants, and the recruitment and administration of staff and consultants. The programme provides key management support in terms of

programme planning, results-based budgeting and reporting on programme and budget performance. It is also responsible for all tasks related to the premises of the secretariat.

59. With the implementation of UMOJA, a new enterprise resource planning system, as of 1 November 2015 the secretariat will incur ongoing training and consulting expenses that will increase the resource requirements in 2016 funded from the overhead charge on all UNFCCC trust funds. This is reflected in table 7.

60. The greatest portion of the overhead funds is used for the services provided by the Administrative Services programme. The remainder covers the cost of internal and external audits, payroll, investment and treasury services, staff training and development, services related to the administration of justice and other United Nations support services that are not available in the secretariat, and contributes to covering the costs of sharing common services and premises with other United Nations organizations in Bonn.

61. The staffing and resource requirements shown in tables 6 and 7, respectively, are indicative only. The Executive Secretary will approve expenditures on the basis of actual income.

Table 6
Staffing requirements funded from the overhead charge on all UNFCCC trust funds

	2016	*2017*
Professional category and above[a]		
D-1	1	1
P-5	2	2
P-4	3	3
P-3	13	13
P-2	11	11
Subtotal Professional category and above	**30**	**30**
Subtotal General Service category	**62**	**62**
Total	**92**	**92**

[a] Director (D) and Professional (P).

Table 7
Proposed resource requirements funded from the overhead charge on all UNFCCC trust funds

	2016 (EUR)	*2017 (EUR)*
Staff costs	7 483 600	7 483 600
Non-staff costs	1 232 500	1 232 500
Total secretariat costs	**8 716 100**	**8 716 100**
Services rendered by the United Nations	1 300 000	800 000
Total	**10 016 100**	**9 516 100**

XII. Conference services contingency

62. To date, the costs of conference services (mainly interpretation at meetings, translation, reproduction and distribution of documents, and related services) for up to two sessions of the Convention bodies annually have been covered by the United Nations Office at Geneva or other United Nations offices and financed from the regular budget of the United Nations adopted by the General Assembly. As in previous years, a contingency provision has been made in the proposed budget to cover the cost of such services in the event that the General Assembly does not continue this practice.

63. The methodology used to calculate the costs of the conference services contingency is the same as that used in the 2014–2015 budget proposal. It is based on the assumption that the annual calendar of meetings of Convention bodies will include two sessional periods of two weeks each (with the sessions of the COP and the CMP hosted by a government taking place during one of them) and uses standard cost figures employed by the United Nations Office at Geneva for conference services. It is further envisaged that full conference services would be sought from the United Nations on a reimbursable basis so as to maintain the quality of translation and interpretation services. This means that no additional secretariat staff would be required. The contingency is also based on the assumption that the sessions of the COP, the CMP and the subsidiary bodies would be accommodated within the conference services portfolio of services prevailing in past years.

64. The contingency for conference services in the biennium 2016–2017 would amount to EUR 8.8 million for interpretation, documentation and meetings services support, making the total EUR 10.4 million. This includes programme support costs and the working capital reserve (see table 8).

65. The COP and the CMP rely on Parties to host the sessions of the COP and the CMP and any additional sessions of the Convention and Kyoto Protocol bodies that Parties may decide to hold. In the event that no Party offers to host a session of the COP and the CMP or an additional session, rule 3 of the draft rules of procedure[7] being applied foresees that the session would take place at the seat of the secretariat. To date, it has been customary for governments to host the sessions of the COP and the CMP and additional sessions of the subsidiary bodies, taking on the portion of costs that exceeds those covered from secretariat funds and those borne by the United Nations as outlined in paragraph 62 above. The secretariat suggests that contributions not be collected for a contingency that is unlikely to arise.

Table 8
Resource requirements for the conference services contingency

	2016 (EUR)	*2017 (EUR)*	*2016–2017 (EUR)*
Object of expenditure			
Interpretation[a]	1 258 100	1 295 900	2 554 000
Documentation[b]			
Translation	2 104 500	2 167 700	4 272 200
Reproduction and distribution	719 900	741 500	1 461 400
Meetings services support[c]	259 200	266 900	526 100
Subtotal	**4 341 700**	**4 472 000**	**8 813 700**

[7] FCCC/CP/1996/2.

	2016 (EUR)	*2017 (EUR)*	*2016–2017 (EUR)*
Programme support costs	564 400	581 400	1 145 800
Working capital reserve	407 200	12 200	419 400
Total	**5 313 300**	**5 065 600**	**10 378 900**

Note: Assumptions used for calculating the conference services contingency budget include the following:

- The expected number of meetings with interpretation does not exceed 40 per session;
- The expected documentation volume is based on the calculations provided by the United Nations Office at Geneva;
- Meetings services support includes staff normally provided by the United Nations Office at Geneva conference services for the in-session coordination and support of interpretation, translation and reproduction services;
- Overall, the figures used are conservative and have been applied on the assumption that there will be no major increase in requirements during the biennium.

[a] Includes salaries, travel and daily subsistence allowance for interpreters.

[b] Includes all costs related to the processing of pre-, in- and post-session documentation; translation costs include revision and typing of documents.

[c] Includes salaries, travel and daily subsistence allowance for meeting services support staff and costs of shipment and telecommunications.

Annex

Methodologies used to calculate costs

A. Staff costs

1. **Salary and common staff costs**: the standard costs applied in determining staff costs in the proposed budget are based on actual salary costs for January–December 2014. Staff costs include provisions for staff entitlements such as home leave, education grants and step increases.

Table 9
Standard salary costs

Level[a]	*2012–2013 (EUR)*	*2014–2015 (EUR)*	*2016–2017 (EUR)*
ASG	194 000	194 000	194 000
D-2	176 000	177 000	185 000
D-1	163 000	166 000	175 000
P-5	142 000	151 000	153 000
P-4	124 000	128 000	132 000
P-3	105 000	109 000	112 000
P-2	85 000	94 000	95 000
GS	63 000	63 000	63 000

Note: Only 98 per cent of the standard salary costs was used in the preparation of the 2016–2017 programme budget.

[a] Assistant Secretary-General (ASG), Director (D), Professional (P) and General Service (GS).

B. Non-staff costs

2. The costs for **consultants** include institutional and individual contracts for services that require specialized expertise not available in the secretariat. Costs are estimated on the basis of actual requirements and past expenditures for similar activities.

3. The costs for **experts and expert groups** encompass the costs of experts' travel, participation in meetings of constituted bodies and work on reviews. Costs are estimated on the basis of actual requirements and past expenditures.

4. **General operating expenses** include, inter alia, the costs of rental and maintenance of premises and equipment, communications, shipping and other contractual services required for meetings as well as the operation of the secretariat. Costs are estimated on the basis of actual requirements and historical data.